Smarter Balanced Assessment Consortium:
TIDE User Guide

For the Spring 2014 Field Test Administration

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Prepared by the American Institutes for Research (AIR)®

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Overview of the Test Information Distribution Engine (TIDE)

The Test Information Distribution Engine (TIDE) provides administrators with the tools to add and manage users and students participating in the Smarter Balanced Field Test. TIDE uses a role-specific design to restrict access to certain tasks based on the user's designated role.

In addition to creating new administrative users and modifying roles, TIDE allows authorized users to manage student information, including default test settings and accommodations. TIDE is accessible via the Smarter Balanced portal, available at http://sbac.portal.airast.org.

User Roles and Access

Smarter Balanced users (District Test Coordinators, District Administrators, School Test Coordinators, and Test Administrators) are associated with a district and/or school. Your user role and association dictate your level of access within the Smarter Balanced system. The user roles are defined below.

All state users, District Administrators, District Test Coordinators, School Test Coordinators, and Test Administrators can create online test sessions for students in their associated district or school.

Table 1. User Roles and Access in TIDE

Role	Description
State Users (State)	State users are managed by ETS. State users may add other state users, as well as District Test Coordinators, School Test Coordinators, and Test Administrators. State users may also upload student information files that contain eligible students participating in the Field Test in their state.
District Administrators (DA)	District Administrators are managed by State users. District Administrators may add other District Administrators as well as District Test Coordinators, School Test Coordinators, and Test Administrators. District Administrators may also upload student information files that contain eligible students participating in the Field Test in their state.
District Test Coordinator (DC)	The District Test Coordinator is designated by the district when the district confirmed participation in the Field Test. District Test Coordinators can also be added to TIDE by a State user. District Test Coordinators can manage School Test Coordinator and Test Administrators. DCs cannot upload student information files.
School Test Coordinator (SC)	The School Test Coordinator is the person designated by the district when the district or school confirmed participation in the Field Test. School Test Coordinators can also be added to TIDE by a State user or District Test Coordinator. School Test Coordinators can manage Test Administrators. SCs cannot upload student information files.
Test Administrator (TA)	School Administrators may identify school personnel as Test Administrators. Test Administrators can view student information only for students in their school. They cannot add, edit, or remove students from TIDE. Additionally, TAs cannot view user information.

About Microsoft Excel Files

TIDE allows authorized users to export/download files as well as upload files in one of two formats: .csv and .xlsx. Your version of Excel impacts the file format you should select or use.

CSV (comma-separated values):

If you have Excel 2003 or earlier, AIR recommends that you download exported records in .csv format. CSV files do not automatically preserve leading zeros (numbers that begin with at least one zero at the beginning, e.g., 0001234). Therefore, to ensure that student data, especially SSIDs, appear in Excel correctly when using the .csv file, follow the instructions in Appendix A: Opening a CSV File in Excel.

Excel:

Microsoft Excel 2007 .xlsx files automatically preserve leading zeros. Excel 2007, 2010, or 2013 must be used to correctly open these files. These files cannot be opened using an earlier version of Excel.

Introduction to this User Guide

This user guide supports individuals using TIDE to manage users and eligible students participating in the Smarter Balanced Field Test. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide provides information about the TIDE system for the Smarter Balanced Field Test in a series of three sections, as follows.

- **Section I, Accessing TIDE,** explains how to access and log into TIDE.
- **Section II, Understanding the TIDE Interface,** describes the overall layout of TIDE.
- **Section III, TIDE Tasks,** provides an overview of the available tasks in TIDE, the features available within each task, and the steps to complete the processes in each task.

Table 2. Key Icons and Elements

Icon	Description
	Warning: This symbol appears with text that contains extremely important information regarding actions that may cause errors.
	Caution: This symbol appears with text that contains important information regarding a task.
	Note: This symbol appears next to text that contains helpful information or reminders.
1. text 2. text	Text that appears in gray boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be done in a specific order.
[Text]	Text in brackets is used to indicate a link or button that is clickable.

Other Resources

Administration manuals and other related documents for the Smarter Balanced Field Test are also available on the Smarter Balanced portal.

Section I. Accessing TIDE

This section contains information on how to activate a new TIDE account, how to log in after accessing TIDE for the first time, and how to reset a forgotten password.

Do NOT share your login information with anyone not authorized to access TIDE. TIDE provides access to student information, which must be protected in accordance with federal privacy laws.

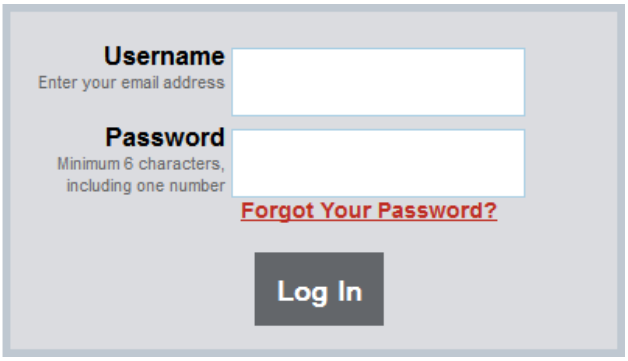
Accessing TIDE: First-Time Users

Users who have been added to TIDE will receive an automated email. This email contains the following information:

- Your welcome to TIDE
- A temporary password
- A link to the login page.

---

1. In the email, click the link to access the login page.
2. Enter your username (email address) and temporary password.



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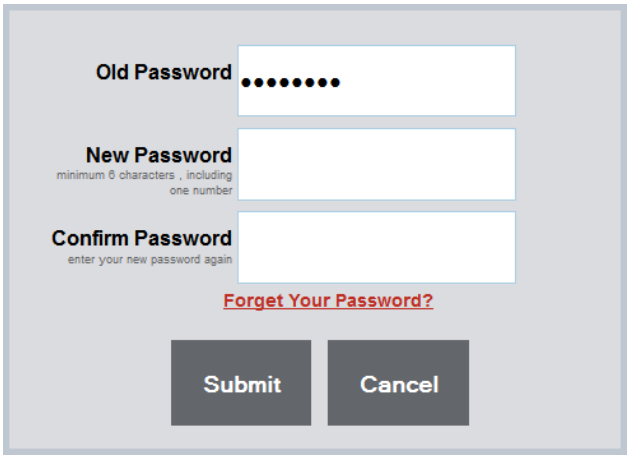
3. Enter your new password into the New Password and Confirm Password fields. (The new password must be at least 6 characters long, and at least one of those characters must be numeric.)
4. Click [**Submit**]. You will be directed to the Password Reset Options page.



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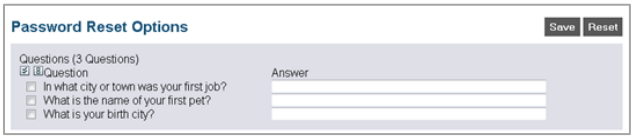
5. Select a security question from the list.
6. In the "Answer" text box, provide your answer to the security question.
7. Click [**Save**]. You will be directed to the TIDE Home page.



If you have not received a new account email:

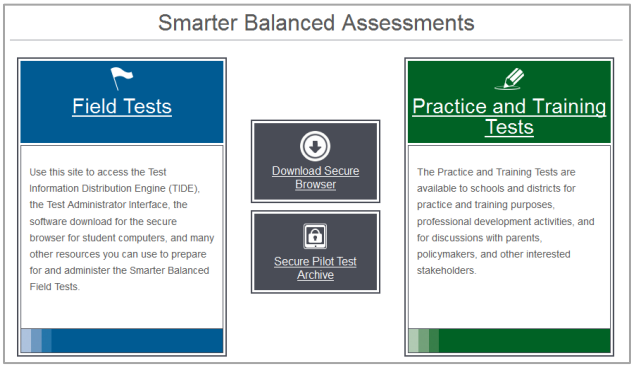
Check your spam folder. Emails are sent from Smarter-DoNotReply@airast.org. If you still have not received an email:

- If you are a Test Administrator, contact your School Test Coordinator.
- If you are a School Test Coordinator, contact your District Test Coordinator.
- If you are a District Test Coordinator or District Administrator, contact your appropriate state education agency personnel or the Smarter Balanced Help Desk.
- If you are a state user, contact your Smarter Balanced representative or the Smarter Balanced Help Desk.

Logging in to TIDE: Post-Account Activation

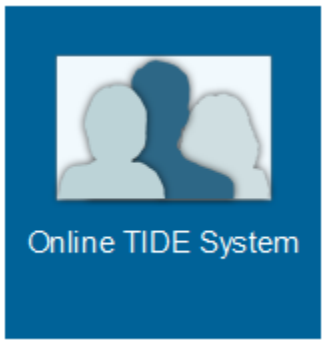
The instructions in this section are for users who have already activated their accounts and need to log into TIDE at a later time. All activated users can access TIDE through the Smarter Balanced portal.

1. Open your web browser and navigate to the Smarter Balanced portal (sbac.portal.airast.org).
2. Select the Field Tests.

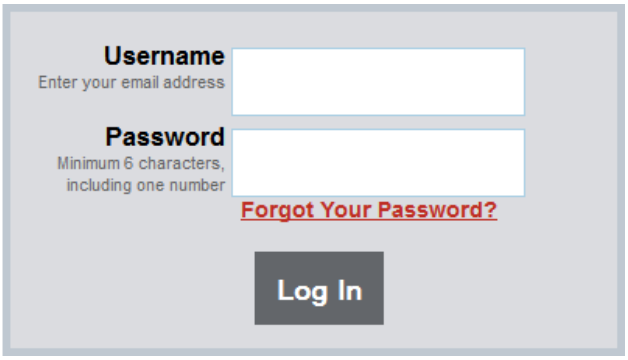

Smarter Balanced Assessments
Field Tests
Use this site to access the Test Information Distribution Engine (TIDE), the Test Administrator Interface, the software download for the secure browser for student computers, and many other resources you can use to prepare for and administer the Smarter Balanced Field Tests.
Download Secure Browser
Secure Pilot Test Archive
Practice and Training Tests
The Practice and Training Tests are available to schools and districts for practice and training purposes, professional development activities, and for discussions with parents, policymakers, and other interested stakeholders.

3. Click the [**Online TIDE System**] button. You will be directed to the Smarter Balanced Single Sign On (SSO) login page.

   SSO allows you to log in to the online systems provided by the American Institutes for Research (AIR). After logging in, you can switch between systems without having to log in and out of each system. More information is available on the next page.



4. Type your username and password in the respective text boxes and click [**Log In**]. You will be directed to the TIDE Home page.



Resetting Your Password

If your account was locked or if you forgot your password, click the [**Forgot Your Password?**] link on the system login page. You will need to provide your username (email address) that is "on file" in TIDE. You will receive an automated email that contains a new temporary password. You will need to log in with the temporary password and update your account with a new, permanent password.

Switching Between Smarter Balanced Systems (Single Sign On System)

Smarter Balanced systems use an integrated Single Sign On (SSO) system that allows users to log in one time and access all available applications. SSO integrates the following applications:

- Test Information Distribution Engine (TIDE)
- Test Administrator (TA) Interface
- TA Training Site
- Online Reporting System

Reminder: Access to all systems and their tasks and features is dependent on your user role.

The top left corner of your browser contains a drop-down menu listing the above applications. From this menu, select the application (e.g., TA Interface) you want to use. You will be directed to the main page for that application and will not have to log in again.

Figure 1. TIDE with SSO System

Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

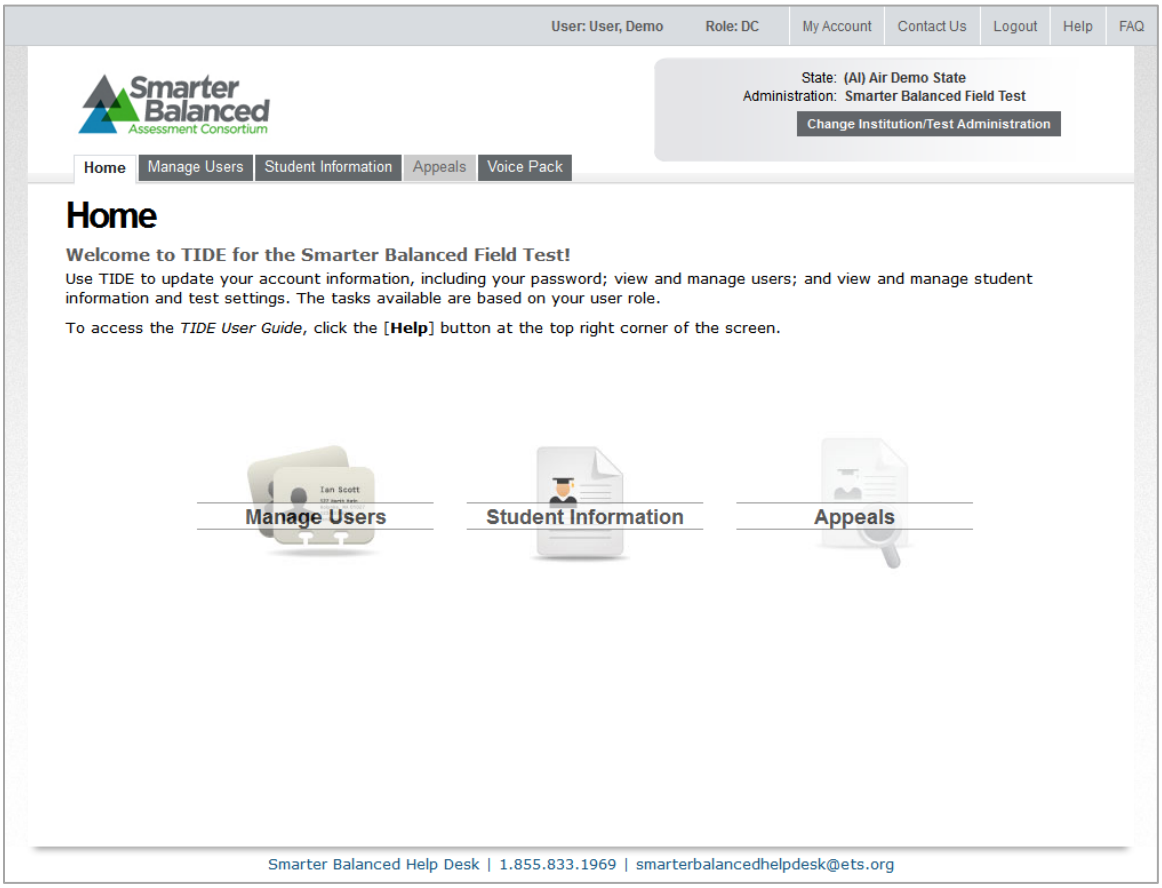
If you are using the TA Interface for Online Testing and you navigate away from it, ***your session will stop, and all students in the session will be logged out.*** *You cannot resume your session. You will have to create a new session, and your students will have to log in to the new session to resume testing.*

Section II. Understanding the TIDE Interface

TIDE Home Page

The first screen you will see after logging in to TIDE is the TIDE Home page. Your user role is displayed on the screen in the top right corner, next to your name.

Figure 2. Sample Home Page for District Test Coordinators

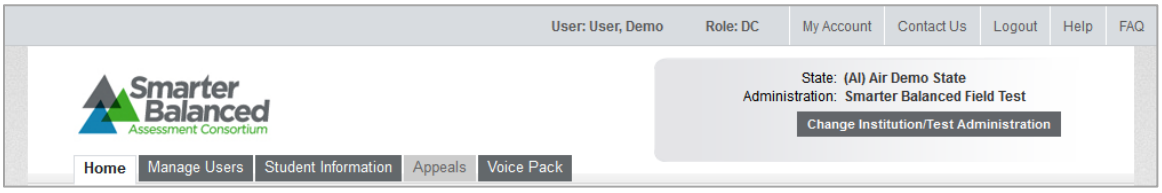

User: User, Demo
Role: DC
My Account
Contact Us
Logout
Help
FAQ
Smarter Balanced
Assessment Consortium
State: (AI) Air Demo State
Administration: Smarter Balanced Field Test
Change Institution/Test Administration
Home
Manage Users
Student Information
Appeals
Voice Pack
Home
Welcome to TIDE for the Smarter Balanced Field Test!
Use TIDE to update your account information, including your password; view and manage users; and view and manage student information and test settings. The tasks available are based on your user role.
To access the TIDE User Guide, click the [Help] button at the top right corner of the screen.
Manage Users
Student Information
Appeals
Smarter Balanced Help Desk | 1.855.833.1969 | smarterbalancedhelpdesk@ets.org

While you are logged in to TIDE, please do not have more than one TIDE browser tab or window open. Changes made in one tab or window may overwrite changes made in another and result in loss of data.

Banner Links

The TIDE banner, which contains the "file" tabs, is visible at all times at the top of the page and also contains specific links and features.

Figure 3. Sample Banner for District Test Coordinators



The upper right corner displays the following information and links:

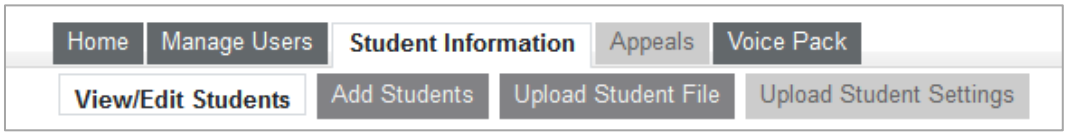
- Your name (User) and user role (Role)
- [**My Account**]—Click to view and update your personal information and change your password
- [**Contact Us**]—Click to view Smarter Balanced Help Desk contact information
- [**Logout**]—Click to log out of the site
- [**Help**]—Click to view and download the *TIDE User Guide* (requires a PDF reader)
- [**FAQ**] —Click to view frequently asked questions about TIDE (requires a PDF reader)
- "File tabs"—Click to access a task group.

Accessing tasks via tabs.

The TIDE interface uses tabs as the principal means of navigation. Each tab provides access to a task group or task in TIDE. Task groups contain multiple tasks (see Figure 4). For a list of all available tasks, refer to Section III, Overview of TIDE Tasks.

These clickable tabs resemble file folders and allow the user to navigate easily through TIDE.TIDE is automatically configured to show only the tasks that are available to you based on your user role.

Figure 4. Sample Task Group and Tasks for District Test Coordinators

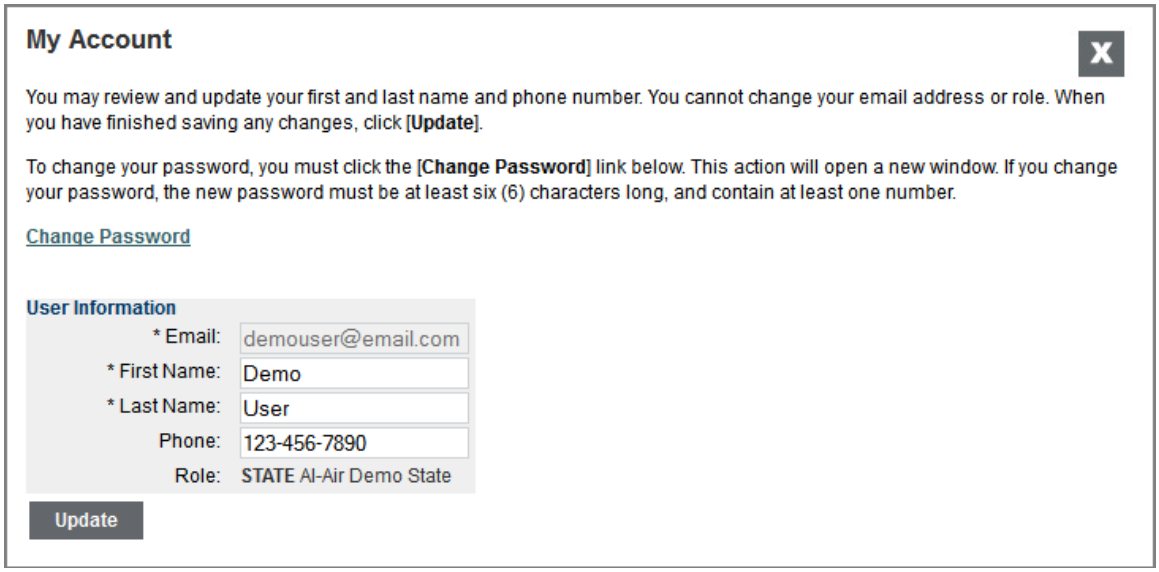


My account.

The My Account section contains your account information and a change password feature. To access it, click the [**My Account**] link in the upper right corner of the screen.

You cannot update your email address. If you need to update this field, contact your School or District Test Coordinator. If you are a District Administrator or District Test Coordinator, contact your state representative or the Smarter Balanced Help Desk. If you are a state representative, contact another state-level user for your state or the Help Desk.

Figure 5. Sample My Account Pop-Up Window


My Account
You may review and update your first and last name and phone number. You cannot change your email address or role. When you have finished saving any changes, click [Update].
To change your password, you must click the [Change Password] link below. This action will open a new window. If you change your password, the new password must be at least six (6) characters long, and contain at least one number.
Change Password
User Information
* Email: demouser@email.com
* First Name: Demo
* Last Name: User
Phone: 123-456-7890
Role: STATE AI-Air Demo State
Update

Changing your password

1. Click the [**Change Password**] link.
2. Enter your new password twice. The new password must:
   - be at least six (6) characters long, and
   - contain at least one number
3. Click [**OK**].

Password changes take effect immediately and apply to all Smarter Balanced systems provided by AIR, including TIDE, the TA Interface, and the TA Interface Training Site.

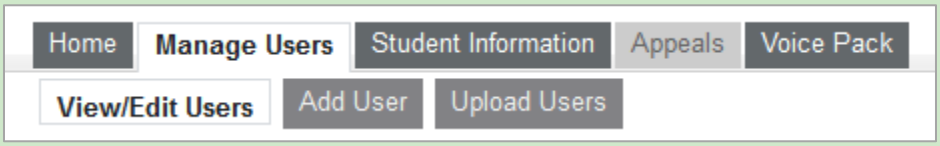
Section III. Overview of TIDE Tasks

TIDE allows authorized users to view and manage user and student information, as well as create and view test appeals cases related to testing. Your user role determines the tasks that you are able to access, and whether you are able to make changes. This information is outlined in Table 3 below.

Table 3. User Access to Tasks in TIDE

Task Group	Description	Tasks and Editable Settings	User Role				
			State	DA	DC	SC	TA
Manage Users	Add, upload, view, and edit information for users in your state, district or school who are below your role level.	View/Edit Users	✓	✓	✓	✓	
		Add User	✓	✓	✓	✓	
		Upload Users	✓	✓	✓	✓	
Student Information	Add, view, and edit student information, including test settings. **Note: All users can view student information. However, DCs, SCs, and TAs cannot update demographic information and TAs cannot update test settings.*	View/Edit Students*	✓	✓	✓	✓	✓
		Student Demographics	✓	✓			
		Student Test Settings	✓	✓	✓	✓	
		Add Students	✓	✓			
		Upload Student File	✓	✓			
		Upload Student Settings	✓	✓	✓	✓	
Appeals	Create and view requests for test opportunity appeals, including test invalidations, resets, and reopens.	Create Appeals	✓	✓	✓	✓	
		View Appeals	✓	✓	✓	✓	✓
		View Pending Appeals	✓				
		Upload Appeals	✓	✓	✓	✓	
Voice Pack	Download the NeoSpeech™ Julie voice pack.	N/A	✓	✓	✓	✓	

Task Group: Manage Users



The Manage Users section contains the following tasks:	View/Edit Users Add User Upload Users

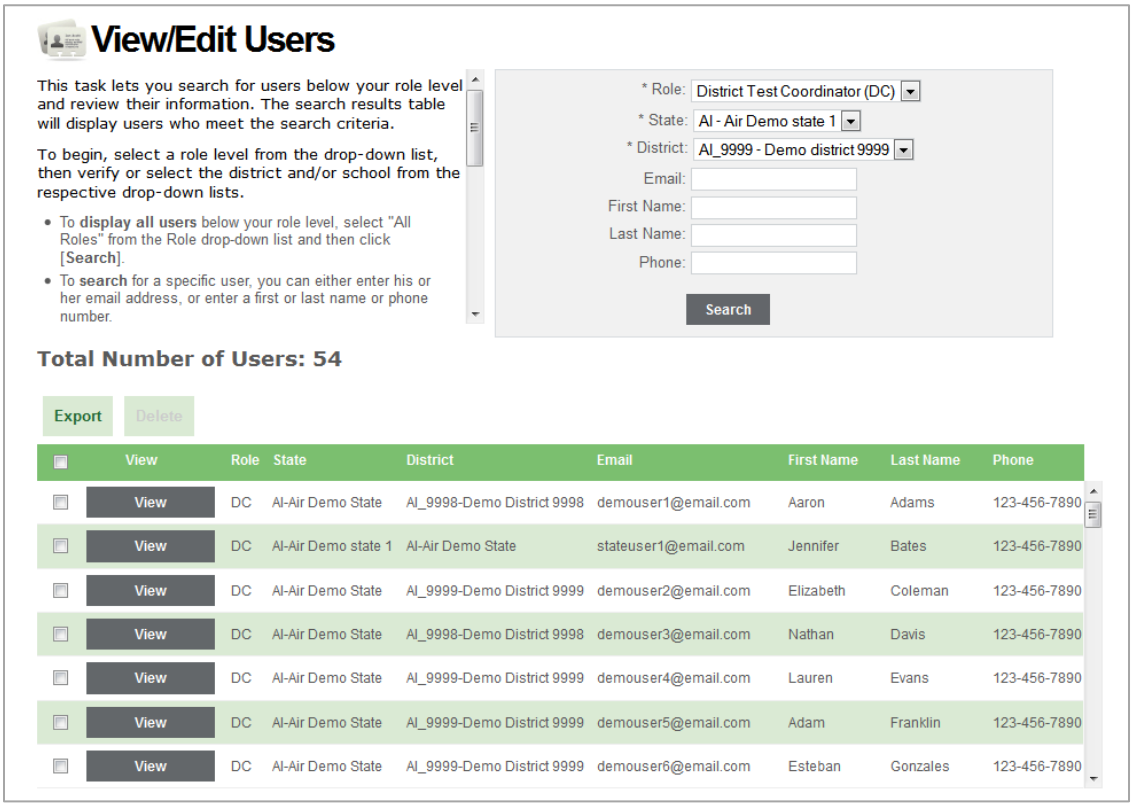
This section of TIDE allows state users, District Administrators, District Test Coordinators, and School Test Coordinators to add other users or modify information for existing users (either individually or through a file upload process).

- State users may add and manage other State users, District Administrators, District Test Coordinators, School Test Coordinators, and Test Administrators.
- District Administrators may add and manage other District Administrators, District Test Coordinators, School Test Coordinators, and Test Administrators.
- District Test Coordinators may add and manage School Test Coordinators and Test Administrators within their district.
- School Test Coordinators may add and manage Test Administrators within their school.

Task: View/Edit Users.

The **View/Edit Users** page allows users to search for people within their state, district, and/or school who have already been added to TIDE.

Figure 6. Sample View/Edit Users Page with Search Results Table


View/Edit Users
This task lets you search for users below your role level and review their information. The search results table will display users who meet the search criteria.
To begin, select a role level from the drop-down list, then verify or select the district and/or school from the respective drop-down lists.
To display all users below your role level, select "All Roles" from the Role drop-down list and then click [Search].
To search for a specific user, you can either enter his or her email address, or enter a first or last name or phone number.
* Role: District Test Coordinator (DC)
* State: AI - Air Demo state 1
* District: AI_9999 - Demo district 9999
Email:
First Name:
Last Name:
Phone:
Search
Total Number of Users: 54
Export
Delete
View Role State District Email First Name Last Name Phone
View DC AI-Air Demo State AI_9998-Demo District 9998 demouser1@email.com Aaron Adams 123-456-7890
View DC AI-Air Demo state 1 AI-Air Demo State stateuser1@email.com Jennifer Bates 123-456-7890
View DC AI-Air Demo State AI_9999-Demo District 9999 demouser2@email.com Elizabeth Coleman 123-456-7890
View DC AI-Air Demo State AI_9998-Demo District 9998 demouser3@email.com Nathan Davis 123-456-7890
View DC AI-Air Demo State AI_9999-Demo District 9999 demouser4@email.com Lauren Evans 123-456-7890
View DC AI-Air Demo State AI_9999-Demo District 9999 demouser5@email.com Adam Franklin 123-456-7890
View DC AI-Air Demo State AI_9999-Demo District 9999 demouser6@email.com Esteban Gonzales 123-456-7890

Searching for user records.

1. Verify or select a role from the Role drop-down list. To view all users, select "All Roles."
2. Verify or select your district and school.
   - To view all users in a district, select "All Schools" from the School drop-down list.
3. Enter any search criteria you want to include.
4. Click [**Search**]. The page will display the search results table containing the user records that match the search criteria

Understanding the search results table.

- Each row contains information for each user, including Role, State Abbreviation, Responsible District Identifier, Responsible School Identifier, First Name, Last Name, Phone, and Email.
- Each row also contains a [**View**] button and a checkbox.
  - The [**View**] button allows you to view the complete information for the selected user and update his or her information.
  - The checkbox allows you to select individual users to delete or export.

Sorting search results.

By default, the search results table automatically "sorts" by Last Name in ascending order. However, all columns in the table are sortable in both ascending (A–Z, 0-99) and descending (Z–A, 99-0) order.

- To sort the table in ascending or descending order by a specific attribute, click on a column header (e.g., First Name). The table will automatically sort by the selected attribute.
  - The selected attribute will have an arrow next to it.
    - When the arrow is pointing up, the column is sorted in ascending order.
    - When the arrow is pointing down, the column is sorted in descending order.
- To sort a selected column in the other direction (descending versus ascending), click the column header again.

Deleting Users.

You may also delete users.

1. Click the checkbox for each user in the search results table whom you want to delete.
2. Click [**Delete**].
3. A pop-up window will appear asking you to verify that you want to delete the selected user(s).
4. Click [**OK**] to confirm that you want to delete the selected user(s).

This change takes effect immediately, and the deleted user(s) will no longer be able to log in to Smarter Balanced systems.

Exporting user records.

You can export user search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007, 2010, or 2013.

You can export all user records or export selected records.

Export all user records

You can export a data file that contains all users from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.
2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export selected user records

You can export a data file that contains only selected (checked) users from the search results table.

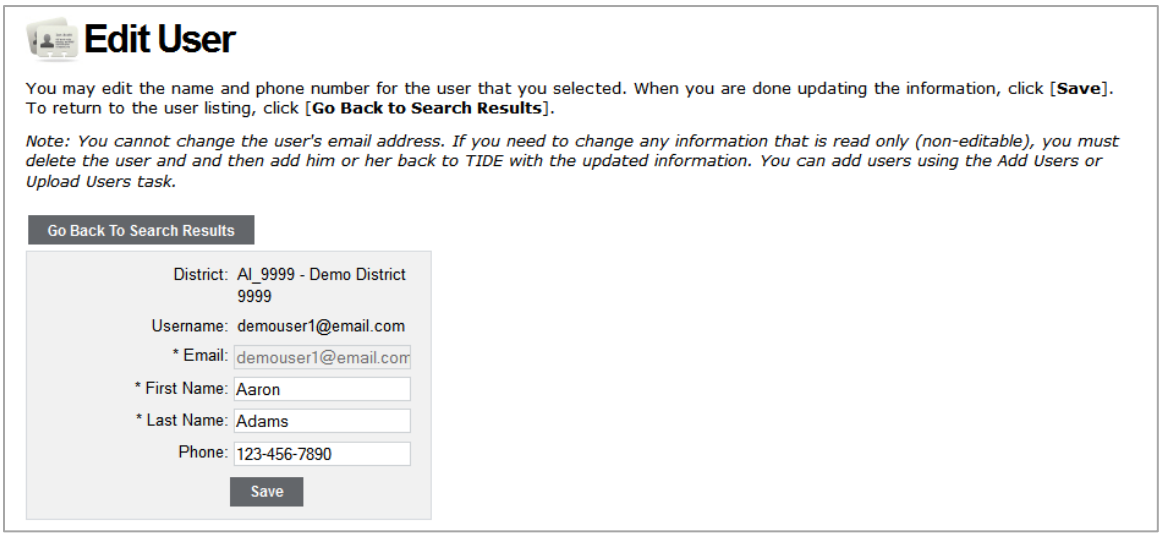
1. Click the checkbox for each user whom you want to include in the file.
2. Hover over the [**Export**] tab and click either the [**Export Selected to Excel**] or [**Export Selected to CSV**] option. A file dialog box will appear.
3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Editing user information.

*Reminder: To view a user's complete record, click [**View**] next to his or her name in the search results table.*

The **Edit User** page allows you to update the user's first name, last name, and phone number. You cannot change the person's email address.

Figure 7. Sample Edit User Page


Edit User
You may edit the name and phone number for the user that you selected. When you are done updating the information, click [Save].
To return to the user listing, click [Go Back to Search Results].
Note: You cannot change the user's email address. If you need to change any information that is read only (non-editable), you must delete the user and and then add him or her back to TIDE with the updated information. You can add users using the Add Users or Upload Users task.
Go Back To Search Results
District: AI_9999 - Demo District 9999
Username: demouser1@email.com
* Email: demouser1@email.com
* First Name: Aaron
* Last Name: Adams
Phone: 123-456-7890
Save

If you need to re-associate a user with a different district or school or modify the person's email address, you will need to delete the user and then re-add him or her. You may do this on an individual basis by deleting the user and then re-adding him or her via the Add User task. Alternatively, you can follow the process outlined in the Upload User task.

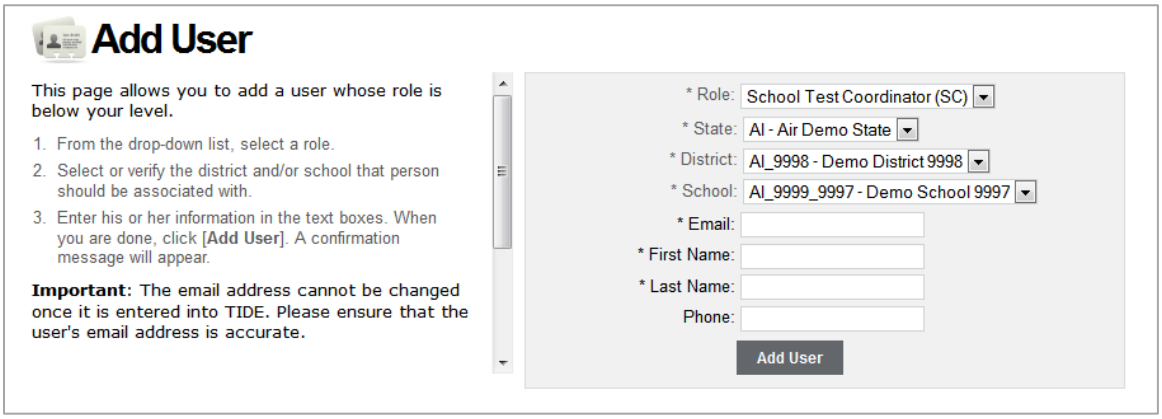
Saving changes and returning to the search results table.

- When you have finished updating the user's information, click [**Save**].
- To return to the View/Edit Users page and the search results table, click [**Go Back To Search Results**].

Task: Add Users.

Use the **Add User** page to add new users individually to TIDE. Adding users on this page does not require uploading a file.

Figure 8. Sample Add User Page


Add User
This page allows you to add a user whose role is below your level.
1. From the drop-down list, select a role.
2. Select or verify the district and/or school that person should be associated with.
3. Enter his or her information in the text boxes. When you are done, click [Add User]. A confirmation message will appear.
Important: The email address cannot be changed once it is entered into TIDE. Please ensure that the user's email address is accurate.
* Role: School Test Coordinator (SC)
* State: AI - Air Demo State
* District: AI_9998 - Demo District 9998
* School: AI_9999_9997 - Demo School 9997
* Email:
* First Name:
* Last Name:
Phone:
Add User

Adding a user.

1. Verify or select the role level of the user you need to add. The district and school options will automatically appear after you select a role.
2. Verify or select the district and school with which the user is associated.
3. Enter the new user's first name, last name, and email address. You may also enter a phone number where the person can be reached. *Ensure that the person's email address is correct, as you will be unable to edit it later.*
4. Click [**Add User**].
5. The person will be added to TIDE and also receive an automated email with a temporary password that will need to be updated.

About the User Activation Process:
After you add a user to the system, that person will receive an email that contains a temporary password. New users cannot log in to TIDE or the TA Interface until they have updated their password.

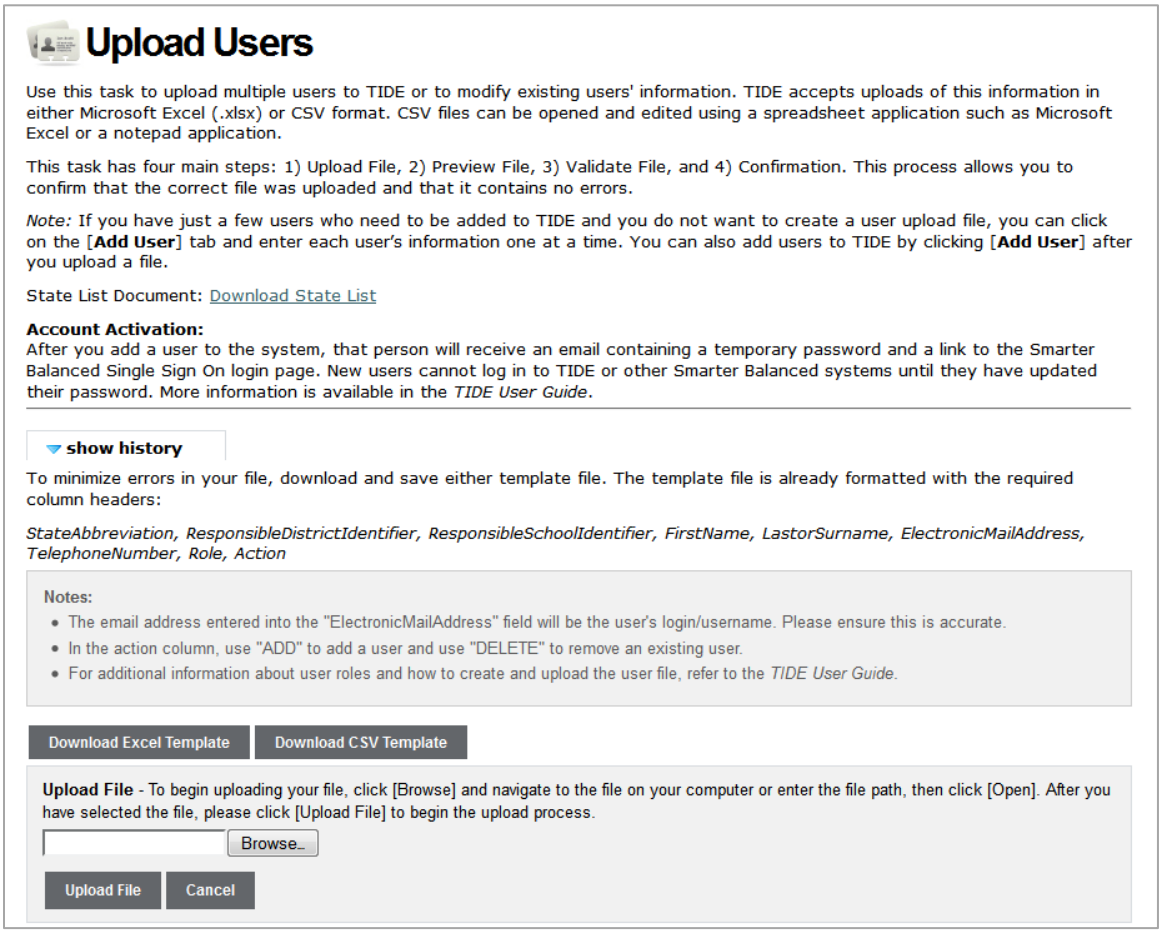
Instructions on updating the password are in Section I, Accessing TIDE: First-Time Users.

Task: Upload Users.

The **Upload Users** page allows authorized users to add a group of users to TIDE or modify profiles for existing users. The process for uploading the user file is the same as for uploading the student or test setting file.

This page also contains a [**show history**] section, which allows users to view previously uploaded files.

Figure 9. Upload Users Page


Upload Users
Use this task to upload multiple users to TIDE or to modify existing users' information. TIDE accepts uploads of this information in either Microsoft Excel (.xlsx) or CSV format. CSV files can be opened and edited using a spreadsheet application such as Microsoft Excel or a notepad application.
This task has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.
Note: If you have just a few users who need to be added to TIDE and you do not want to create a user upload file, you can click on the [Add User] tab and enter each user's information one at a time. You can also add users to TIDE by clicking [Add User] after you upload a file.
State List Document: Download State List
Account Activation:
After you add a user to the system, that person will receive an email containing a temporary password and a link to the Smarter Balanced Single Sign On login page. New users cannot log in to TIDE or other Smarter Balanced systems until they have updated their password. More information is available in the TIDE User Guide.
show history
To minimize errors in your file, download and save either template file. The template file is already formatted with the required column headers:
StateAbbreviation, ResponsibleDistrictIdentifier, ResponsibleSchoolIdentifier, FirstName, LastorSurname, ElectronicMailAddress, TelephoneNumber, Role, Action
Notes:
The email address entered into the "ElectronicMailAddress" field will be the user's login/username. Please ensure this is accurate.
In the action column, use "ADD" to add a user and use "DELETE" to remove an existing user.
For additional information about user roles and how to create and upload the user file, refer to the TIDE User Guide.
Download Excel Template
Download CSV Template
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [Open]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

Warnings:

- You can upload information only for users who are below your role level and who are within your district and/or school. You cannot upload information for users in a district or school with which you are not associated.
- If you upload a file that contains information for a user role or district or school number or type that you are not associated with, the upload process will fail.

Download the template.

We strongly encourage you to download the template file in the format that you need rather than create the file from scratch. These templates already have the column headers formatted correctly. Using the template will reduce the risk of errors and ensure that your file upload is successful.

1. Click either [**Download Excel Template**] or [**Download CSV Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel or a compatible spreadsheet program (for .csv files).

User file requirements.

Table 4 provides an overview of the required and optional fields and the valid values for each field.

The user file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then add or edit information for individual users by clicking either [**Add Users**] or [**View/Edit/Delete Users**].

The template file contains the following columns (in order):

Table 4. User File Requirements

Column	Description
StateAbbreviation	The user's state. Enter the two-letter state abbreviation.
ResponsibleDistrictIdentifier	The user's school district ID.
ResponsibleSchoolIdentifier	The user's school or program ID.
FirstName	The first name of the user you are adding, editing, or deleting.
LastorSurname	The last name of the user you are adding, editing, or deleting.
ElectronicMailAddress	The email address for the user you are adding, editing, or deleting.
TelephoneNumber	The user's phone number. Enter this in format xxx-xxx-xxxx.
Role	The user role code that the user has or should have. • State users: State • District Administrator: DA • District Test Coordinators: DC • School Test Coordinators: SC • Test Administrators: TA
Action	Enter one of the following options: **Add**–Add new user or edit existing user record. **Delete**–Remove existing user record from the system.

Adding or editing user information.

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text that you will add. Data must be entered in each column as standard text (any formatting such as bold, italics, or highlighting will be lost during the upload).

Figure 10. User Upload Template File

	A	B	C	D	E	F	G	H	I
1	StateAbbreviation	ResponsibleDistrictIdentifier	ResponsibleSchoolIdentifier	FirstName	LastorSurname	ElectronicMailAddress	TelephoneNumber	Role	Action
2									
3									
4									
5									

1. *Enter each user's information in each row and respective column*.
2. For each record (it doesn't matter which one is entered first), enter "ADD" as the action.

Adding users to multiple districts or schools.

To add users to more than one district or school, follow the steps below:

Figure 11. Example of User Added to Multiple Schools

	A	B	C	D	E	F	G	H	I
1	StateAbbreviation	ResponsibleDistrictIdentifier	ResponsibleSchoolIdentifier	FirstName	LastorSurname	ElectronicMailAddress	TelephoneNumber	Role	Action
2	AA	9999	9996	Mary	Smith	msmith@email.com	123-456-7890	TA	ADD
3	AA	9999	9997	Mary	Smith	msmith@email.com	123-456-7890	TA	ADD
4	AA	9999	9998	Mary	Smith	msmith@email.com	123-456-7890	TA	ADD

1. Enter the user's information on separate lines in the upload file—one line for each district or school association.
2. For each record (it doesn't matter which one is entered first), enter "ADD" as the action.

When one user is added to multiple districts or schools in the same upload file, he or she will receive a single email containing the secure URL to activate his or her account. (Users who are added to multiple institutions in more than one upload file will receive separate emails [one email per upload file]. In this event, users should click the link in the most recent email.)

Updating or correcting previously uploaded user information.

Email addresses are used to identify unique individuals in the system and can be corrected only by deleting the incorrect record and adding a new, correct one. District and school affiliations also can only be changed by deleting the person's current record and adding a new one.

To change a user's email address or district/school affiliation:

1. Enter the user's current information with "DELETE" as the action (this will remove the incorrect/outdated record from the system).
2. Enter the user's new information in a separate row with "ADD" as the action and the corrected email/affiliation entered in the user record.

To change any other user attributes, including name or phone number:

1. Upload a user file with the corrected information. Use “ADD” as the action.

For users with multiple records in the system (the same email address is used for multiple districts/institutions), use “ADD” as the action when uploading a new name or phone number. This will update all records for the user. You do not need to update each individual record for that user.

- When you have finished updating or creating the file, save the file.

Uploading the user file.

This section outlines the steps required to upload the user file. This process is the same as uploading the student or test settings file and also has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

Step 1: Upload File

Figure 12. Upload File

STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 13. Sample Preview File Display

Preview File - This page allows you to preview the first few records in the file to ensure that you uploaded the correct file and the data are in the correct fields. Please click [Next] to review all records in your file for any errors.
Next
Cancel
STATE DISTRICT SCHOOL FIRSTNAME LASTNAME EMAIL ROLE PHONE ACTION
9999 9999 9999 Mary Smith msmith@email.com TA 123-467-7890 ADD
9999 9999 9999 John Hughes jhughes@email.com SC 123-446-7889 ADD

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Step 3: Validate File

The TIDE system performs validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file about your school district (e.g., whether your file includes the schools that are on file as being associated with your district).

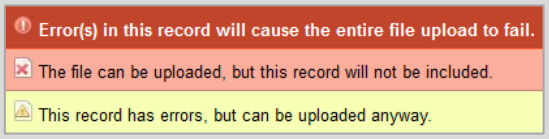
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to *Appendix B, Common Errors with File Uploads*.

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 14. Error Types Key


Error(s) in this record will cause the entire file upload to fail.
The file can be uploaded, but this record will not be included.
This record has errors, but can be uploaded anyway.

- **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your file and re-upload it, or to add these records using the [**Add User**] task.
- **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit these records using the [**View/Edit Users**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive a confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 15. Sample Confirmation Screen

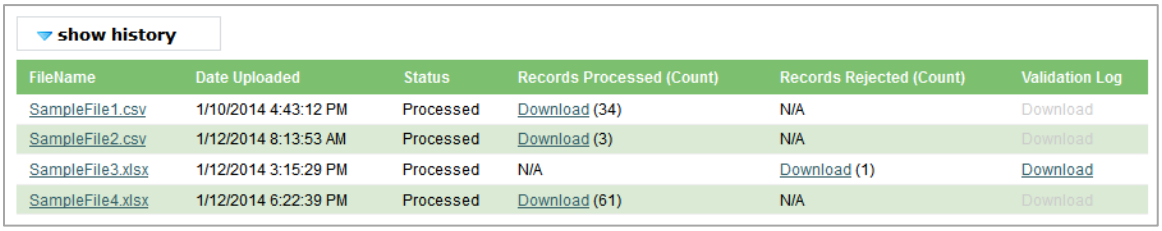
STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Your file has successfully been submitted to TIDE.
3 records were loaded into the TIDE database.

This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

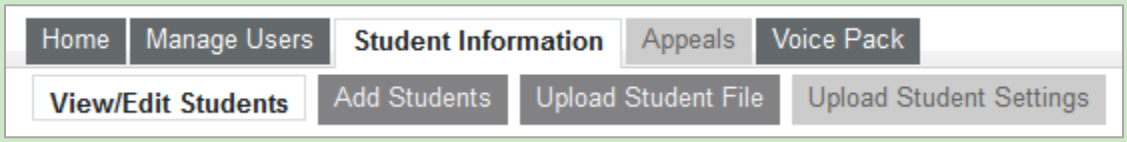
The TIDE system allows authorized users to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 16. Sample Upload History



- Click [**show history**]. The section will expand to display a table of previously uploaded files.
  - To download a previously uploaded file, click the link in the "File Name" column.
  - To view only the records that were processed, click the [**Download**] link in the "Records Processed (Count)" column.
  - To view only the records that were rejected (if applicable), click the [**Download**] link in the "Records Rejected (Count)" column.
  - To view the validation error(s) for rejected records, click the [**Download**] link in the "Validation Log" column.

Task Group: Student Information



The Student Information task contains the following tasks:	View/Edit Students Add Students Upload Student File Upload Student Settings

The Student Information tasks in this section are primarily for State users, District Administrators, District Test Coordinators, and School Test Coordinators. State users and District Administrators may upload files that contain student information and test settings. They may also add students individually to TIDE, as well as edit their information. State users, District Administrators, District Test Coordinators, and School Test Coordinators can add and edit student test settings.

Test Administrators may view student information. However, Test Administrators cannot add, upload, or edit student information.

New: Student Confirmation Codes

Beginning with the Field Tests, students will be required to log in with their personal Confirmation Code instead of their first name. As a result, this field is new to TIDE.

For more information about the Confirmation Code requirement, refer to the Confirmation Code document on the Smarter Balanced portal (http://sbac.portal.airast.org/field-test/).

About Student Test Settings

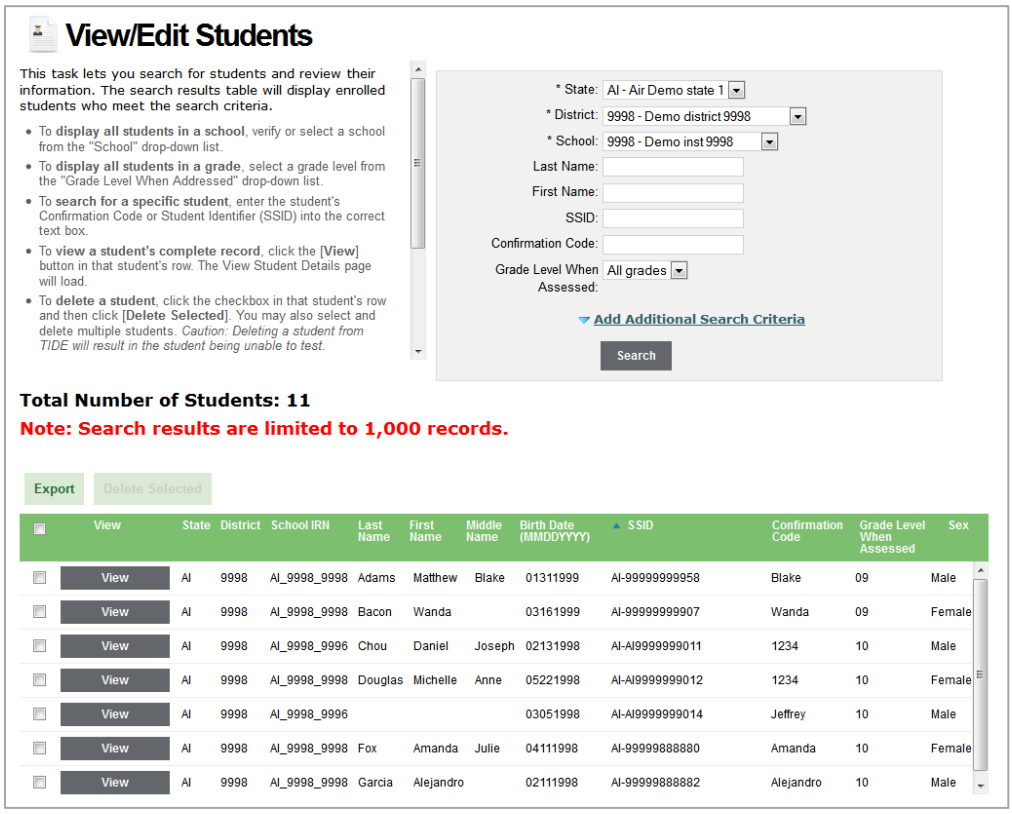
Embedded test settings must be enabled in TIDE for those students who require changes to the default test environment (e.g., larger font [print] size, print on demand). Test settings are defined by content area (mathematics and English Language Arts [ELA]).

State users and District Administrators, as well as District and School Test Coordinators, can edit students' test settings via the View/Edit Students task. Users who need to add or update test settings for a large number of students may prefer to use the Upload Student Settings task.

Task: View/Edit Students.

This task allows all users to search for students *who have already been added to TIDE.* The drop-down lists contain only those district(s) and school(s) you are permitted to access.

Figure 17. Sample View Students Page with Search Results Table


View/Edit Students
This task lets you search for students and review their information. The search results table will display enrolled students who meet the search criteria.
To display all students in a school, verify or select a school from the "School" drop-down list.
To display all students in a grade, select a grade level from the "Grade Level When Addressed" drop-down list.
To search for a specific student, enter the student's Confirmation Code or Student Identifier (SSID) into the correct text box.
To view a student's complete record, click the [View] button in that student's row. The View Student Details page will load.
To delete a student, click the checkbox in that student's row and then click [Delete Selected]. You may also select and delete multiple students. Caution: Deleting a student from TIDE will result in the student being unable to test.
* State: AI - Air Demo state 1
* District: 9998 - Demo district 9998
* School: 9998 - Demo inst 9998
Last Name:
First Name:
SSID:
Confirmation Code:
Grade Level When Assessed: All grades
Add Additional Search Criteria
Search
Total Number of Students: 11
Note: Search results are limited to 1,000 records.
Export
Delete Selected
View State District School IRN Last Name First Name Middle Name Birth Date (MMDDYYYY) SSID Confirmation Code Grade Level When Assessed Sex
View AI 9998 AI_9998_9998 Adams Matthew Blake 01311999 AI-99999999958 Blake 09 Male
View AI 9998 AI_9998_9998 Bacon Wanda 03161999 AI-99999999907 Wanda 09 Female
View AI 9998 AI_9998_9996 Chou Daniel Joseph 02131998 AI-AI9999999011 1234 10 Male
View AI 9998 AI_9998_9998 Douglas Michelle Anne 05221998 AI-AI9999999012 1234 10 Female
View AI 9998 AI_9998_9996 03051998 AI-AI9999999014 Jeffrey 10 Male
View AI 9998 AI_9998_9998 Fox Amanda Julie 04111998 AI-99999888880 Amanda 10 Female
View AI 9998 AI_9998_9998 Garcia Alejandro 02111998 AI-99999888882 Alejandro 10 Male

Searching for student records.

1. Verify or select a district and school from the drop-down lists.
2. Enter or select any search criteria you want to include.
   - To view all students in a district, select "All Schools" from the School drop-down list.
   - To view all students in a school, select "All Grades" from the Enrolled Grade drop-down list.
3. Click [**Search**]. The page will display the search results table containing the student records that match the search criteria.

Understanding the search results table.

- Each row contains the following information for each student: State, District, School, Last Name, First Name, SSID, Confirmation Code, Grade Level When Assessed, and Sex.
- Each row also contains a [**View**] button and a checkbox.
  - The [**View**] button allows you to view all information for the selected student, including demographic information and test settings.
  - The checkbox allows you to select individual students to export. The exported file contains the same information as in the on-screen table.

Sorting search results.

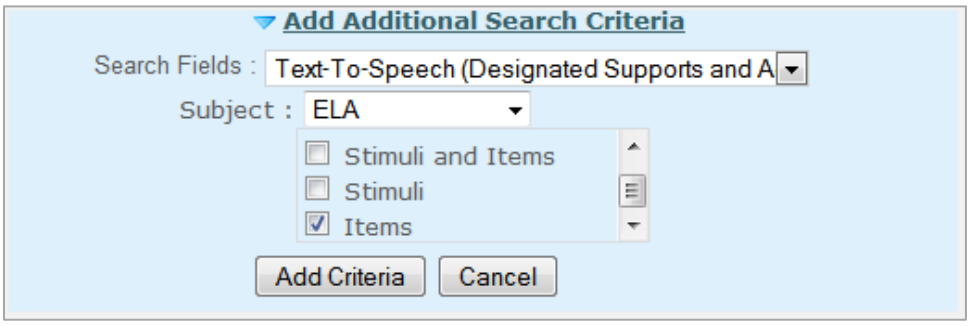
By default, the search results table automatically "sorts" by SSID in ascending order. However, all columns in the table are sortable in both ascending (A–Z, 0-99) and descending (Z–A, 99-0) order.

1. To sort the table in ascending or descending order by a specific attribute, click on a column header (e.g., Grade Level When Assessed). The table will automatically sort by the selected attribute.
   - The selected attribute will have an arrow next to it.
     - When the arrow is pointing up, the column is sorted in ascending order.
     - When the arrow is pointing down, the column is sorted in descending order.
2. To sort a selected column in the other direction (descending versus ascending), click the column header again.

Advanced search options.

If your initial search results in a large number of student records, you may narrow your search to locate specific students or groups of students more easily.

Figure 18. Advanced Search Options



1. Click [**Add Search Criteria**]. The section will expand to display the Search Fields drop-down list.
2. Select a search variable. (Depending on the variable you selected, a subject drop-down list may appear. Select a subject.)
3. Select the value(s) you want to limit your search to. (For example, if you want to search only for students receiving Text-to-Speech for ELA items, then click the checkbox next to "Items." If you want to exclude a value, make sure that value's box is not checked.)
4. Click [**Add Criteria**]. The selected value(s) will appear above the "Add Additional Search Criteria" text.
   - *Note: To add another search variable, repeat steps 2, 3, and 4.*
5. Click [**Search**]. The page will display the records associated with the criteria you selected.

Exporting student records.

You can export student search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007, 2010, or 2013.

You can export all student records or export selected records.

Reminder: Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any saved files or printouts containing student information must be securely stored and then destroyed when no longer needed.

Export all student records

You can export a data file that contains all students from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.
2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export selected student records

You can export a data file that contains only selected (checked) students from the search results table.

1. Click the checkbox for each student whom you want to include in the file.
2. Hover over the [**Export**] tab and click either the [**Export Selected Data to Excel**] or [**Export Selected Data to CSV**] option. A file dialog box will appear.
3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Deleting students.

You may also delete students.

1. Click the checkbox for each student in the search results table whom you want to delete.
2. Click [**Delete Selected**].
3. A pop-up window will appear asking you to verify that you want to delete the selected student(s).
4. Click [**OK**] to confirm that you want to delete the selected student(s).

This change takes effect immediately, and the deleted students(s) will no longer be able to log in to the Field Tests.

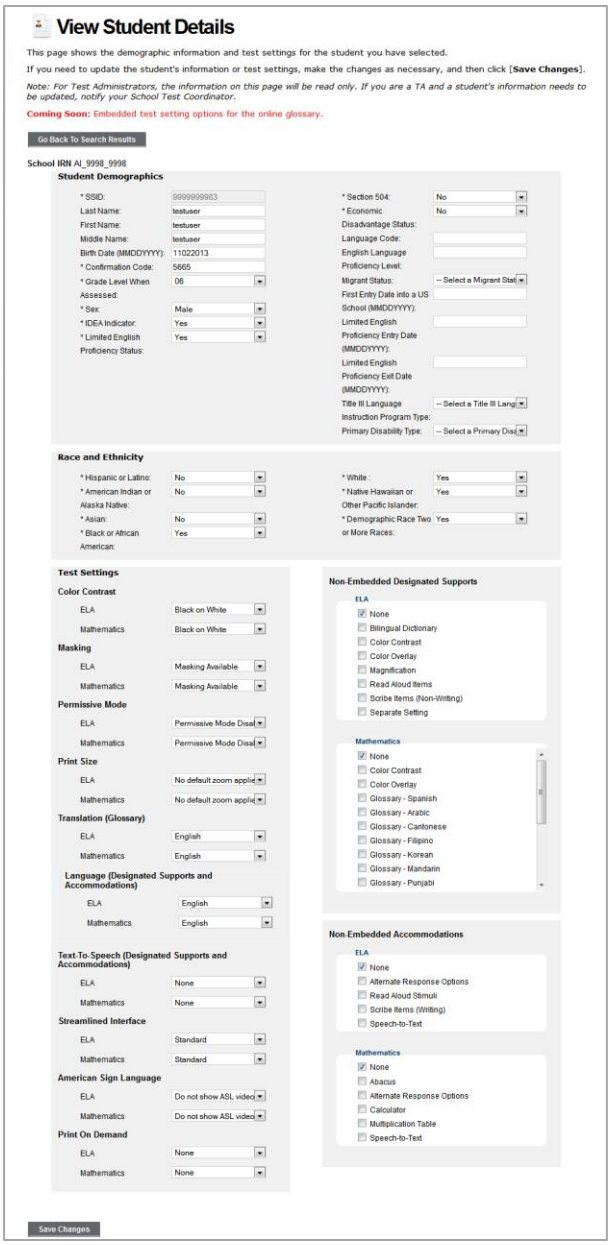
Viewing student details.

*Reminder: To view a student's complete record, click [**View**] next to his or her name in the search results table.*

The **View Student Details** page allows all users to view the selected student's information, including demographics and ethnic flags that may be set, as well as his or her associated district and school and any test settings (designated supports and accommodations).

- *State users* and *District Administrators* can edit student information and test settings.
- *District Test Coordinators* and *School Test Coordinators* can edit test settings.
- For *Test Administrators*, all information on this page is read-only.

Figure 19. Sample View Student Details Page


View Student Details
This page shows the demographic information and test settings for the student you have selected.
If you need to update the student's information or test settings, make the changes as necessary, and then click [Save Changes].
Note: For Test Administrators, the information on this page will be read only. If you are a TA and a student's information needs to be updated, notify your School Test Coordinator.
Coming Soon: Embedded test setting options for the online glossary.
Go Back To Search Results
School IRN AI_9998_9998
Student Demographics
Race and Ethnicity
Test Settings
Color Contrast
Masking
Permissive Mode
Print Size
Translation (Glossary)
Language (Designated Supports and Accommodations)
Text-To-Speech (Designated Supports and Accommodations)
Streamlined Interface
American Sign Language
Print On Demand
Non-Embedded Designated Supports
Non-Embedded Accommodations
Save Changes

Editing test settings

Authorized users can update test settings. Test settings are configurable by subject (English Language Arts (ELA) and mathematics).

State users, District Administrators, District Test Coordinators, and *School Test Coordinators* have the ability to update the following test settings:

American Sign Language, Closed Captions, Color Contrast, Language (including braille and Spanish stacked translation) Masking, Permissive Mode, Print on Demand, Print Size, Streamlined Interface, Text-to-Speech, and Translation (Glossary), along with Non-Embedded Designated Supports and Non-Embedded Accommodations.

- Selecting test settings requires you to select the necessary option from a drop-down list.
- Selecting non-embedded designated supports or accommodations requires you to click the checkbox for each option the student will use on the test.

For information about embedded test settings and their options, refer to table 5. For information about non-embedded settings, refer to tables 6 and 7.

Saving changes and returning to the search results table.

- When you have finished updating the student's information and/or test settings, click [**Save Changes**].
- To return to the View Students page and the search results table, click [**Go Back To Search Results**].

Table 5. Overview of Embedded Test Settings

Test Setting	Options	Descriptions and Notes
American Sign Language	Do not show ASL videos (default)	Allows students to view test content translated into ASL by a human signer.
	Show ASL videos	
Color Contrast	Black on White (default)	By default, tests are presented with black text on a white background. Students who require a different combination of text and background should be assigned the appropriate setting.
	Black on Rose	
	Medium Gray on Light Gray	
	Reverse Contrast	
	Yellow on Blue	
Closed Captioning	Off (default)	The Closed Captioning accommodation will not be available for the Field Test; however, for students who would typically have received this accommodation, the Closed Captioning setting can still be selected in TIDE. For the Field Test only, selecting this setting will suppress the Listening portion of the ELA test.
	On	
Language	English (default)	All tests are presented in English. Students whose language is set to Spanish for math tests will view items in both English and Spanish (stacked translation). *Test directions will also be translated into Spanish.* Students who require tests in braille should have the braille option selected.
	Braille (English only)	
	Spanish (math only) Includes the following Designated Supports: - Translations (stacked) and - Translated test directions	
Masking	Masking Not Available (default)	Allows blocking of content that is not of immediate need or that may be distracting to the student.
	Masking Available	
Permissive Mode	Permissive Mode Disabled (default)	Permissive mode should be enabled for students who require access to accessibility software in order to interact with the test (e.g., screen readers, magnifiers, etc.). When permissive mode is disabled, the only application that can be open on the computer is the secure browser.
	Permissive Mode Enabled	
Print on Demand	None (default)	Allows student to request printing of stimuli. *Note: If a student will require items to be printed, contact the Smarter Balanced Help Desk at ETS. You must provide the Help Desk with the student's state and SSID information as well as the reason for the request.*
	Stimuli	
Print Size	No default zoom applied = 1X (default)	The print size the student should have when starting a test. The selected print size becomes the default for all items in that student's test.
	Level 1 = 1.5X	

Test Setting	Options	Descriptions and Notes
	Level 2 = 1.75X	• The default print size for all tests is 14 pt. • The default font for ELA tests is Times New Roman. • The default font for mathematics tests is Verdana.
	Level 3 = 2.5X	
	Level 4 = 3X	
Streamlined Interface	Standard (default)	By default, all tests use the standard interface. This interface is compatible with all supported desktops and tablets. The streamlined interface presents the test in an alternate, simplified format in which the items are displayed below the stimuli. All tool and navigation buttons are on the bottom of the screen. **Important:** The streamlined interface is not intended to be tablet compatible.
	Streamlined	
Text-to-Speech	None (default)	Students with this test setting enabled may listen to the read-aloud of the items and/or stimuli in the assessment. *Note: Text-to-Speech is not available in Spanish.*
	Items only *(ELA)*	
	Stimuli only *(ELA)*	
	Stimuli and Items *(ELA and mathematics)*	
Translation (Glossary)	English (default)	Students can open a glossary to view terms presented on the test that may be unfamiliar to them. By design, all students can access the English glossary word list as a universal tool, unless this is disabled ("None") or overridden by another language. • If a *combination glossary* is selected (e.g., *English and Arabic* or *English and Russian*), then the student will have access to both. • If a *single glossary* is selected (e.g., Mandarin), then the student will only have access to that glossary. The English glossary will not be available. *Note: The English glossary is available for both ELA and mathematics tests. Translated glossaries are available for mathematics tests only.*
	Arabic	
	Cantonese	
	Filipino	
	Korean	
	Mandarin	
	Punjabi	
	Russian	
	Spanish	
	Ukrainian	
	Vietnamese	
	No Glossary	

Non-Embedded Designated Supports

Some designated supports may need to be provided to students during testing. These should be provided only to those students who are unable to use the embedded test settings. For more information, refer to the *Usability, Accessibility, and Accommodations Guidelines* document.

Table 6. Overview of Non-Embedded Designated Supports

ELA Designated Supports	Mathematics Designated Supports
None	None
Bilingual Dictionary	Color Contrast
Color Contrast	Color Overlay
Color Overlay	Glossary - Spanish - Arabic - Cantonese - Filipino - Korean - Mandarin - Punjabi - Russian - Ukrainian - Vietnamese
Magnification	Magnification
Read Aloud Items	Read Aloud Items
Scribe Items (Non-Writing)	Scribe Items (Non-Writing)
Separate Setting	Separate Setting

Non-Embedded Accommodations

Some accommodations may need to be provided to students during testing. These should be provided only to those students who are unable to use the embedded test accommodations. For more information, refer to the *Usability, Accessibility, and Accommodations Guidelines* document.

Table 7. Overview of Non-Embedded Accommodations

ELA Accommodations	Mathematics Accommodations
None	None
Alternate Response Options	Abacus
Read Aloud Stimuli	Alternate Response Options
Scribe Items (Writing)	Calculator
Speech-to-Text	Multiplication Table
	Speech-to-text

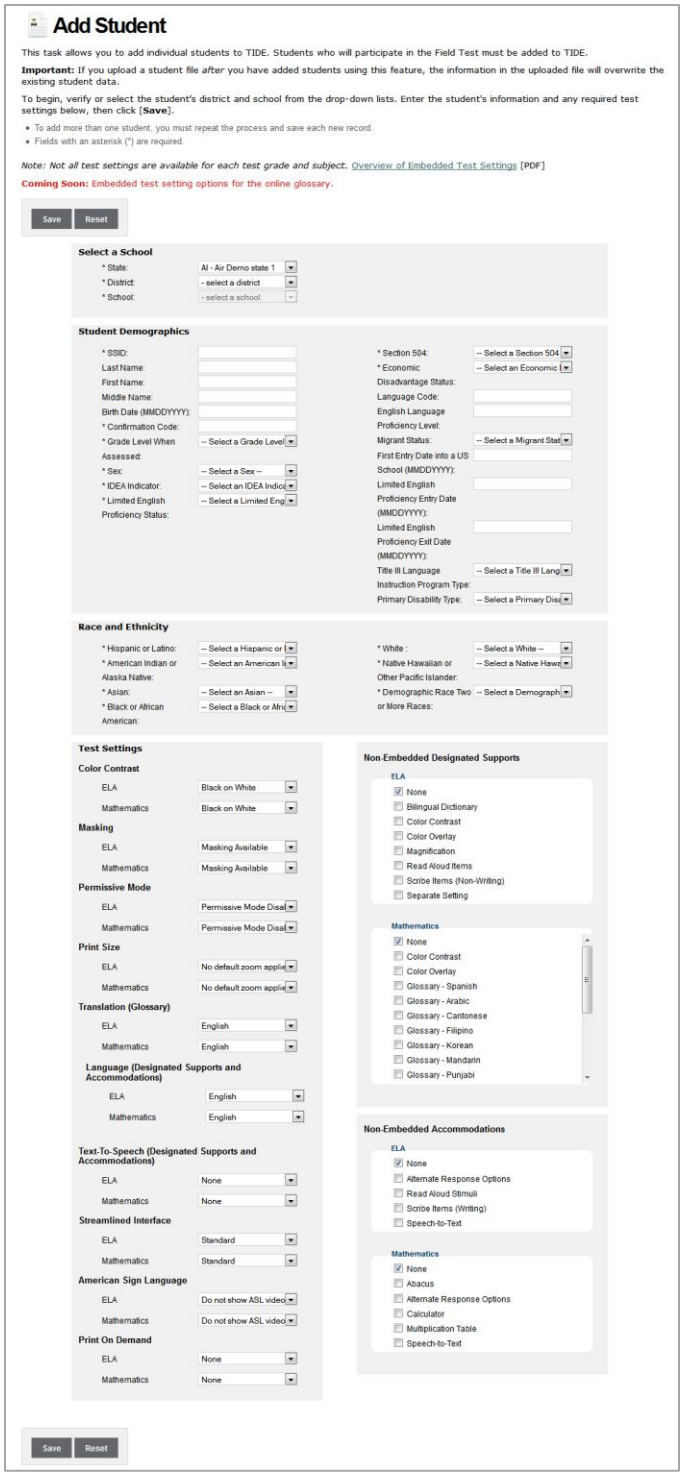
Task: Add Students.

The **Add Student** page allows state users and District Administrators to add individual students to the system so that they can take online tests.

Adding a student to TIDE.

1. From the district and school drop-down lists, verify or select the student's district and school.
2. Enter and select the student's information in the required fields. Required fields are marked with an asterisk (*).
3. Click [**Save**] to add the student and his or her information to TIDE.

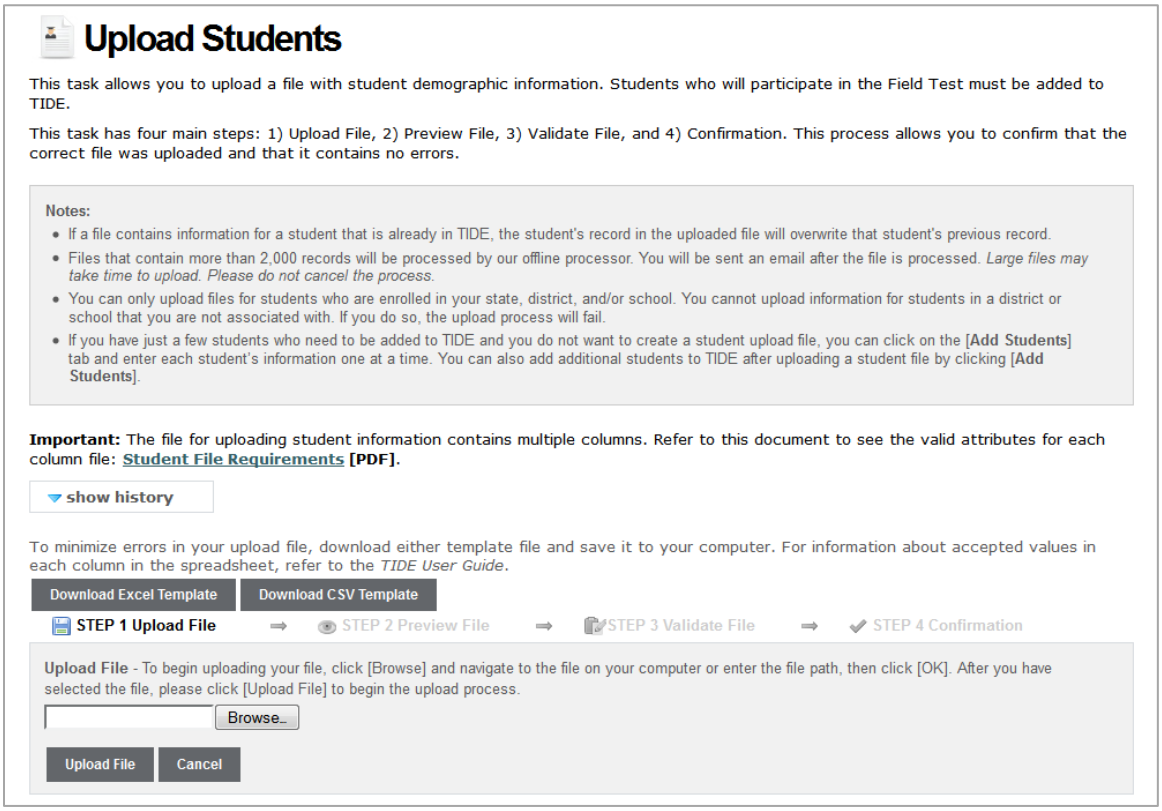
Figure 20. Add Student Page


Add Student
This task allows you to add individual students to TIDE. Students who will participate in the Field Test must be added to TIDE.
Important: If you upload a student file after you have added students using this feature, the information in the uploaded file will overwrite the existing student data.
To begin, verify or select the student's district and school from the drop-down lists. Enter the student's information and any required test settings below, then click [Save].
To add more than one student, you must repeat the process and save each new record.
Fields with an asterisk (*) are required.
Note: Not all test settings are available for each test grade and subject. Overview of Embedded Test Settings [PDF]
Coming Soon: Embedded test setting options for the online glossary.
Save
Reset
Select a School
* State:
* District:
* School:
Student Demographics
* SSID:
Last Name:
First Name:
Middle Name:
Birth Date (MMDDYYYY):
* Confirmation Code:
* Grade Level When Assessed:
* Sex:
* IDEA Indicator:
* Limited English Proficiency Status:
* Section 504:
* Economic Disadvantage Status:
Language Code:
English Language Proficiency Level:
Migrant Status:
First Entry Date into a US School (MMDDYYYY):
Limited English Proficiency Entry Date (MMDDYYYY):
Limited English Proficiency Exit Date (MMDDYYYY):
Title III Language Instruction Program Type:
Primary Disability Type:
Race and Ethnicity
* Hispanic or Latino:
* American Indian or Alaska Native:
* Asian:
* Black or African American:
* White :
* Native Hawaiian or Other Pacific Islander:
* Demographic Race Two or More Races:
Test Settings
Color Contrast
Masking
Permissive Mode
Print Size
Translation (Glossary)
Language (Designated Supports and Accommodations)
Text-To-Speech (Designated Supports and Accommodations)
Streamlined Interface
American Sign Language
Print On Demand
ELA
Mathematics
Non-Embedded Designated Supports
None
Bilingual Dictionary
Color Contrast
Color Overlay
Magnification
Read Aloud Items
Scribe Items (Non-Writing)
Separate Setting
Glossary - Spanish
Glossary - Arabic
Glossary - Cantonese
Glossary - Filipino
Glossary - Korean
Glossary - Mandarin
Glossary - Punjabi
Non-Embedded Accommodations
Alternate Response Options
Read Aloud Stimuli
Scribe Items (Writing)
Speech-to-Text
Abacus
Calculator
Multiplication Table

Task: Upload Student File.

The Upload Student File page allows State users and District Administrators to upload files containing student personal and demographic information.

Figure 21. Upload Student File Page


Upload Students
This task allows you to upload a file with student demographic information. Students who will participate in the Field Test must be added to TIDE.
This task has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.
Notes:
If a file contains information for a student that is already in TIDE, the student's record in the uploaded file will overwrite that student's previous record.
Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. Large files may take time to upload. Please do not cancel the process.
You can only upload files for students who are enrolled in your state, district, and/or school. You cannot upload information for students in a district or school that you are not associated with. If you do so, the upload process will fail.
If you have just a few students who need to be added to TIDE and you do not want to create a student upload file, you can click on the [Add Students] tab and enter each student's information one at a time. You can also add additional students to TIDE after uploading a student file by clicking [Add Students].
Important: The file for uploading student information contains multiple columns. Refer to this document to see the valid attributes for each column file: Student File Requirements [PDF].
show history
To minimize errors in your upload file, download either template file and save it to your computer. For information about accepted values in each column in the spreadsheet, refer to the TIDE User Guide.
Download Excel Template
Download CSV Template
STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

Warnings:

- You can only upload files for students who are enrolled in your district and/or school. You cannot upload information for students in a district or school with which you are not associated.
- If you upload a file that contains information for a student who is not enrolled in your school, the upload process will fail.

Download the template.

TIDE provides two versions of the same template, The Excel template is in .xlsx format, which is supported by Microsoft Excel 2007 or newer. The CSV template is in .csv format, and is supported by all spreadsheet programs.

These templates already have the column headers formatted correctly. Using the template will reduce the risk of errors and ensure that your file upload is successful.

1. Click either [**Download Excel Template**] or [**Download CSV Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel or a compatible spreadsheet program (for .csv files).

Student file requirements.

Before you upload the student file, it is important to ensure that each column contains valid values. Table 8 provides an overview of the required and optional fields and the acceptable values for each field. ***Columns that contain required fields are marked with an asterisk.*** All other fields are optional and may be left blank. Most of the descriptions for the field names are from the Common Education Data Standards (CEDS).

The student file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then add or edit information for individual students by clicking either [**Add Students**] or [**View/Edit Students**].

Table 8. Student File Requirements

Column	Width	Field Name	Description	Acceptable Values
A*	2	StateAbbreviation	The abbreviation for the state (within the United States) or outlying area in which an address is located.	**Two alphabetic characters.**
B*	30	ResponsibleDistrictIdentifier	The district responsible for specific educational services and/or instruction of the student.	**Up to 30 alphanumeric characters.**
C*	30	ResponsibleSchoolIdentifier	The school responsible for specific education services and/or instruction of the student.	**Up to 30 alphanumeric characters.**
D	35	LastorSurname	The full legal last name borne in common by members of a family.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank.
E	35	FirstName	The full legal first name given to a person at birth, baptism, or through legal change.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank.
F	35	MiddleName	A full legal middle name given to a person at birth, baptism, or through legal change.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank if the student has no middle name, or the middle name is missing or unknown.

Column	Width	Field Name	Description	Acceptable Values
G	10	Birthdate	The year, month and day on which a person was born.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
H*	30	SSID	A unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity. This does not need to be the code associated with the student's educational record; this ID may be assigned for use specifically with Smarter Balanced testing.	**Up to 30 alphanumeric characters.**
I*	35	ConfirmationCode	A non-unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity. This value may be a code or may be the student's first name if state policy allows. The code will be used to help authenticate the student at testing time.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters.
J*	2	GradeLevelWhenAssessed	The grade or developmental level of a student when assessed.	**Two-digit alphanumeric characters:** **(03–14 or PS)**
K*	6	Sex	The concept describing the biological traits that distinguish the males and females of a species.	**Male** **Female**
	The following requirement applies to rows L–R: • Hispanic or Latino Ethnicity must be marked "Yes" or "No." • Regardless of ethnicity, at least one race field (American Indian or Alaska Native, Asian, Black or African American, White, Native Hawaiian or Other Pacific Islander, or Demographic Race Two or More Races) must be marked "Yes."			
L*	3	HispanicorLatinoEthnicity	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	**Yes** **No**
M*	3	AmericanIndianorAlaskaNative	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	**Yes** **No**

Column	Width	Field Name	Description	Acceptable Values
N*	3	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	**Yes** **No**
O*	3	BlackorAfricanAmerican	A person having origins in any of the black racial groups of Africa.	**Yes** **No**
P*	3	White	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	**Yes** **No**
Q*	3	NativeHawaiianorOther PacificIslander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	**Yes** **No**
R*	3	DemographicRaceTwoorMoreRaces	A person having origins in any of more than one of the racial groups.	**Yes** **No**
S*	3	IDEAIndicator	A person having intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	**Yes** **No**
T*	3	LEPStatus	Used to indicate persons (A) who are ages 3 through 21; (B) who are enrolled or preparing to enroll in an elementary school or a secondary school; (C) (who are i, ii, or iii) (i) who were not born in the United States or whose native languages are languages other than English; (ii) (who are I and II) (I) who are a Native American or Alaska Native, or a native resident of the outlying areas; and (II) who come from an environment where languages other than English have a significant impact on their level of language proficiency; or (iii) who are migratory, whose native languages are languages other than English, and who come from an environment where languages other than English are	**Yes** **No**

Column	Width	Field Name	Description	Acceptable Values
			dominant; and (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individuals (who are denied I or ii or iii) (i) the ability to meet the state's proficient level of achievement on state assessments described in section 1111(b)(3); (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or (iii) the opportunity to participate fully in society.	
U*	22	Section504Status	Individuals with disabilities who are being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	**Yes** **No** **Unknown/Cannot Provide**
V*	3	EconomicDisadvantageStatus	An indication that the student met the State criteria for classification as having an economic disadvantage.	**Yes** **No**
W	3	LanguageCode	The code for the specific language or dialect that a person uses to communicate.	**Alphabetic three-letter code.** For a list of acceptable language codes, refer to the following: http://ceds.ed.gov/languageCodes.aspx This field may be left blank.
X	20	EnglishLanguageProficiencyLevel	An indicator of an ELL student's English language proficiency based on a scale used by the State for reporting purposes.	**Up to 20 alphanumeric characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank.
Y	3	MigrantStatus	Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.	**Yes** **No** This field may be left blank.

Column	Width	Field Name	Description	Acceptable Values
Z	10	FirstEntryDateintoUSSchool	The year, month and day of a person's initial enrollment into a United States school.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
AA	10	LimitedEnglishProficiencyEntryDate	The year, month and day a student classified as limited English proficient entered the LEP program.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
AB	10	LEPExitDate	The year, month and day a student classified as limited English proficient exited the LEP program.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
AC	27	TitleIIILanguageInstructionProgramType	The type of Title III language instructional program.	**ContentBasedESL** **DevelopmentalBilingual** **DualLanguage** **HeritageLanguage** **SDAIE** (Specially designed academic instruction delivered in English) **ShelteredEnglishInstruction** **StructuredEnglishImmersion** **TransitionalBilingual** **TwoWayImmersion** **PullOutESL** **Other** This field may be left blank.
AD	3	PrimaryDisabilityType	The major or overriding disability condition that best describes a person's impairment.	**AUT** – Autism **DB** – Deaf-blindness **DD** – Developmental delay **EMN** – Emotional disturbance **HI** – Hearing impairment **ID** – Intellectual Disability

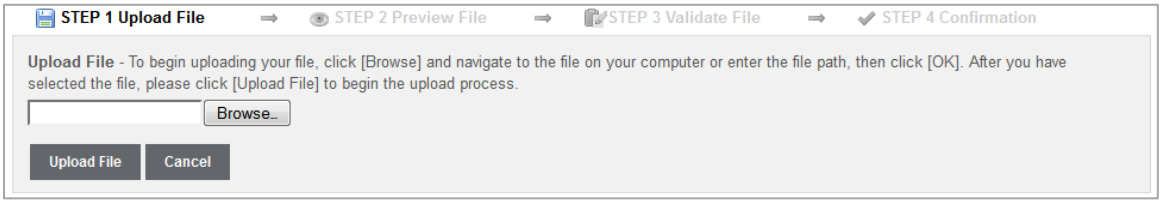
Column	Width	Field Name	Description	Acceptable Values
				MD – Multiple disabilities **OI** – Orthopedic impairment **OHI** – Other health impairment **SLD** – Specific learning disability **SLI** – Speech or language impairment **TBI** – Traumatic brain injury **VI** – Visual impairment This field may be left blank.

Uploading the student file.

This section outlines the steps required to upload the student file. TIDE breaks down the process into four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

Step 1: Upload File

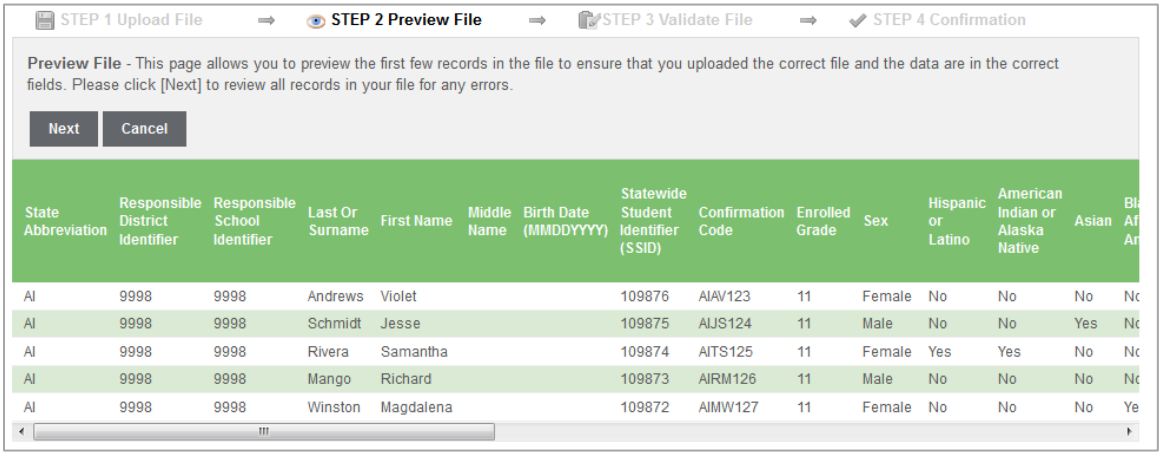
Figure 22. Upload File


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 23. Sample Preview File Display


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Preview File - This page allows you to preview the first few records in the file to ensure that you uploaded the correct file and the data are in the correct fields. Please click [Next] to review all records in your file for any errors.
Next
Cancel

State Abbreviation	Responsible District Identifier	Responsible School Identifier	Last Or Surname	First Name	Middle Name	Birth Date (MMDDYYYY)	Statewide Student Identifier (SSID)	Confirmation Code	Enrolled Grade	Sex	Hispanic or Latino	American Indian or Alaska Native	Asian	Bl Af Ar
AI	9998	9998	Andrews	Violet			109876	AIAV123	11	Female	No	No	No	Nc
AI	9998	9998	Schmidt	Jesse			109875	AIJS124	11	Male	No	No	Yes	Nc
AI	9998	9998	Rivera	Samantha			109874	AITS125	11	Female	Yes	Yes	No	Nc
AI	9998	9998	Mango	Richard			109873	AIRM126	11	Male	No	No	No	Nc
AI	9998	9998	Winston	Magdalena			109872	AIMW127	11	Female	No	No	No	Ye

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. *Large files may take time to upload. Please do not cancel the process.*

Step 3: Validate File

The TIDE system performs validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file about your school district (e.g., whether your file includes the schools that are on file as being associated with your district).

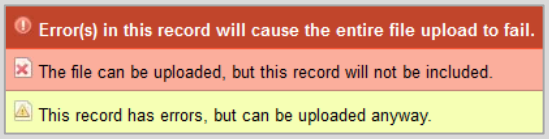
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to *Appendix B, Common Errors with File Uploads*.

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 24. Error Types Key

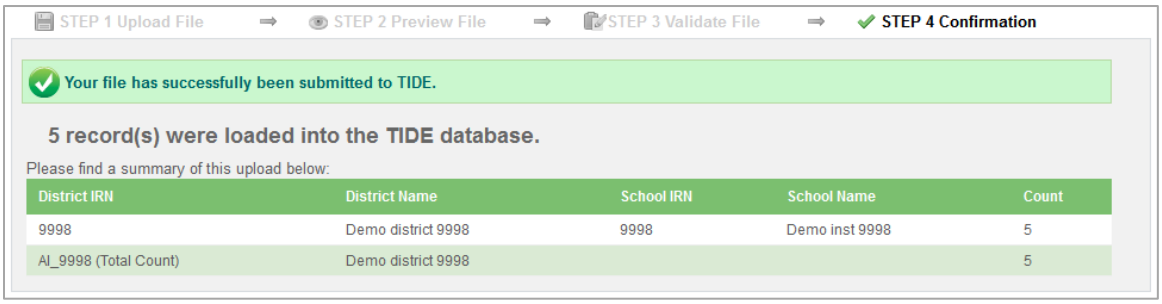

Error(s) in this record will cause the entire file upload to fail.
The file can be uploaded, but this record will not be included.
This record has errors, but can be uploaded anyway.

- **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your student file and re-upload it, or to add these records using the [**Add Student**] task.
- **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit these student records using the [**View/Edit Students**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive a confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 25. Sample Confirmation Message

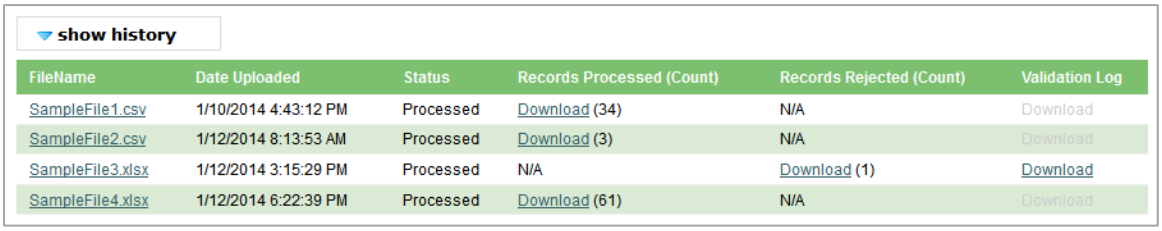


This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

The TIDE system allows authorized users to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 26. Sample Upload History

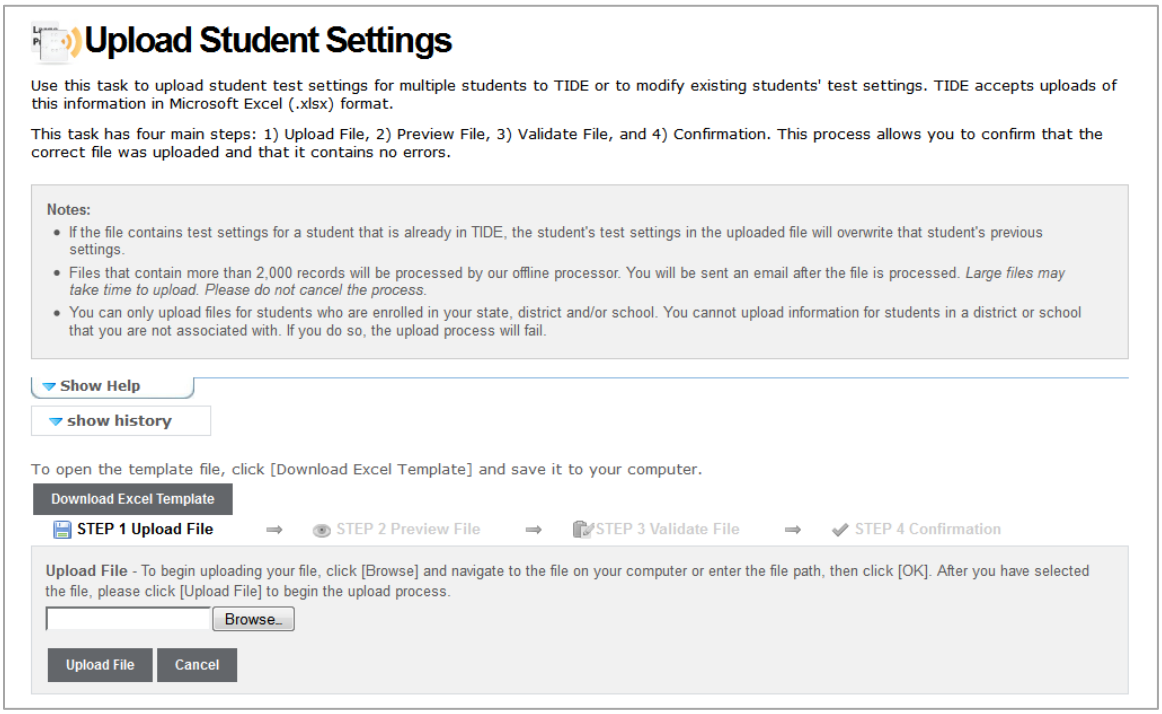


- Click [**show history**]. The section will expand to display a table of previously uploaded files.
  - To download a previously uploaded file, click the link in the "File Name" column.
  - To view only the records that were processed, click the [**Download**] link in the "Records Processed (Count)" column.
  - To view only the records that were rejected (if applicable), click the [**Download**] link in the "Records Rejected (Count)" column.
  - To view the validation error(s) for rejected records, click the [**Download**] link in the "Validation Log" column.

Task: Upload Student Settings.

The **Upload Student Settings** page allows authorized users to upload embedded and non-embedded test settings (designated supports and accommodations) for multiple students. This task can also be used to modify existing test settings. The process for uploading the student settings file is the same as for uploading the student information file.

Figure 27. Upload Student Settings Page


Upload Student Settings
Use this task to upload student test settings for multiple students to TIDE or to modify existing students' test settings. TIDE accepts uploads of this information in Microsoft Excel (.xlsx) format.
This task has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.
Notes:
If the file contains test settings for a student that is already in TIDE, the student's test settings in the uploaded file will overwrite that student's previous settings.
Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. Large files may take time to upload. Please do not cancel the process.
You can only upload files for students who are enrolled in your state, district and/or school. You cannot upload information for students in a district or school that you are not associated with. If you do so, the upload process will fail.
Show Help
show history
To open the template file, click [Download Excel Template] and save it to your computer.
Download Excel Template
STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

Warnings:

- You can only upload files for students who are enrolled in your district and/or school. You cannot upload information for students in a district or school with which you are not associated.
- If you upload a file that contains information for a student who is not enrolled in your school, the upload process will fail.

Download the template.

The Excel template is in .xlsx format, which is supported by Microsoft Excel 2007 or newer.

1. Click [**Download Excel Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel.

Adding or editing students' test settings.

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text you will add.

Figure 28. Sample Student Settings Template File

	A	B	C	D	E	F	G	H	I
1	**SSID**	**Print Size: ELA** TDS_PS_L0 TDS_PS_L1 TDS_PS_L2 TDS_PS_L3 TDS_PS_L4	**Print Size: Math** TDS_PS_L0 TDS_PS_L1 TDS_PS_L2 TDS_PS_L3 TDS_PS_L4	**Color Contrast: ELA** TDS_CC0 TDS_CCInvert TDS_CCMagenta TDS_CCMedGrayLtGray TDS_CCYellowB	**Color Contrast: Math** TDS_CC0 TDS_CCInvert TDS_CCMagenta TDS_CCMedGrayLtGray TDS_CCYellowB	**Masking: ELA** TDS_Masking0 TDS_Masking1	**Masking: Math** TDS_Masking0 TDS_Masking1	**Permissive Mode: ELA** TDS_PM0 TDS_PM1	**Permissive Mode: Math** TDS_PM0 TDS_PM1
2									
3									
4									
5									
6									

Select each student's test settings in each row and respective column.

If you downloaded the template, you can select the required test setting for each student. Each cell in rows 2 onward contains a drop-down list of options.

Important:

- The SSID column requires you to enter the student's two-letter state abbreviation, followed by a hyphen, and then the SSID.
- The student settings file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then edit test settings for individual students. Refer to Task: View/Edit Students for instructions on updating student information, including test settings.

How to Select Multiple Non-Embedded Supports and Accommodations for a Student

Multi-select options are not available for non-embedded designated supports and accommodations. If a student requires multiple non-embedded designated supports and/or accommodations, you will need to enter his or her State-SSID on separate rows for each support or accommodation.

For example, if a student requires both *Color Overlay* and *Magnification* for ELA assessments, then enter the student's State-SSID into the SSID column in two different rows.

1. In the first row for that student, enter the student's State-SSID and select any required other test settings and accommodations as well as the Color Overlay code in the Non-Embedded Designated Supports: ELA column.
2. In the second row for that student, enter the student's State-SSID and select only the Magnification code in the Non-Embedded Designated Supports: ELA column. Leave all other cells blank.*
    - Repeat as necessary for any other non-embedded supports or accommodations by adding additional rows for that same student.

**Note: Blank cells do not change the value for that setting.*

Table 9. Student Test Setting Codes

Column/Test Setting	Description	Code
SSID	Student's State-SSID *(e.g., DC-12345678)*	Alphanumeric. Up to 30 characters.
Print Size: ELA • The default print size for all tests is 14 pt. • The default font for ELA tests is Times New Roman.	No default zoom applied = 1X (default)	TDS_PS_L0
	Level 1 = 1.5X	TDS_PS_L1
	Level 2 = 1.75X	TDS_PS_L2
	Level 3 = 2.5X	TDS_PS_L3
	Level 4 = 3X	TDS_PS_L4
Print Size: Math • The default print size for all tests is 14 pt. • The default font for math tests is Verdana.	No default zoom applied = 1X (default)	TDS_PS_L0
	Level 1 = 1.5X	TDS_PS_L1
	Level 2 = 1.75X	TDS_PS_L2
	Level 3 = 2.5X	TDS_PS_L3
	Level 4 = 3X	TDS_PS_L4
Color Contrast: ELA	Black on White (default)	TDS_CC0
	Black on Rose	TDS_CCMagenta
	Medium Gray on Light Gray	TDS_CCMedGrayLtGray
	Reverse Contrast	TDS_CCInvert
	Yellow on Blue	TDS_CCYellowB
Color Contrast: Math	Black on White (default)	TDS_CC0
	Black on Rose	TDS_CCMagenta
	Medium Gray on Light Gray	TDS_CCMedGrayLtGray
	Reverse Contrast	TDS_CCInvert
	Yellow on Blue	TDS_CCYellowB
Masking: ELA	Masking Not Available (default)	TDS_Masking0
	Masking Available	TDS_Masking1
Masking: Math	Masking Not Available (default)	TDS_Masking0
	Masking Available	TDS_Masking1

Column/Test Setting	Description	Code
Permissive Mode: ELA	Permissive Mode Disabled (default)	TDS_PM0
	Permissive Mode Enabled	TDS_PM1
Permissive Mode: Math	Permissive Mode Disabled (default)	TDS_PM0
	Permissive Mode Enabled	TDS_PM1
Print on Demand: ELA *Note: If a student requires items to be printed, contact the Smarter Balanced Help Desk. You must provide the student's state and SSID as well as the reason for the request. This applies to both ELA and Math tests.*	None (default)	TDS_PoD0
	Stimuli	TDS_PoD_Stim
Math Print on Demand *Note: If a student requires items to be printed, contact the Smarter Balanced Help Desk. You must provide the student's state and SSID information as well as the reason for the request.*	None (default)	TDS_PoD0
	Stimuli	TDS_PoD_Stim
Streamlined Interface: ELA	Standard (default)	TDS_TS_Modern
	Streamlined	TDS_TS_Accessibility
Streamlined Interface: Math	Standard (default)	TDS_TS_Modern
	Streamlined	TDS_TS_Accessibility
Text-to-Speech: ELA	None (default)	TDS_TTS0
	Items	TDS_TTS_Item
	Stimuli	TDS_TTS_Stim
	Stimuli and Items	TDS_TTS_Stim&TDS_TTS_Item
Text-to-Speech: Math	None (default)	TDS_TTS0
	Stimuli and Items	TDS_TTS_Stim&TDS_TTS_Item
Language: ELA	English (default)	ENU
	Braille (English only)	ENU-Braille
Language: Math	English (default)	ENU
	Braille (English only)	ENU-Braille

Column/Test Setting	Description	Code
	Spanish (stacked translation)	ESN
ASL: ELA	Do not show ASL videos (default)	TDS_ASL0
	Show ASL videos	TDS_ASL1
ASL: Math	Do not show ASL videos (default)	TDS_ASL0
	Show ASL videos	TDS_ASL1
Translation (Glossary): ELA	English (default)	TDS_WL_Glossary
	None (no glossary)	TDS_WL0
Translation (Glossary): Math **Important:** If you select a single glossary other than English (e.g., Arabic), the selected glossary will override the default English glossary. To enable a translated glossary in addition to the English glossary, select the correct combination code.	English (default)	TDS_WL_Glossary
	English and Arabic	TDS_WL_Glossary&TDS_WL_ArabicGloss
	English and Cantonese	TDS_WL_Glossary&TDS_WL_CantoneseGloss
	English and Filipino	TDS_WL_Glossary&TDS_WL_TagalGloss
	English and Korean	TDS_WL_Glossary&TDS_WL_KoreanGloss
	English and Mandarin	TDS_WL_Glossary&TDS_WL_MandarinGloss
	English and Punjabi	TDS_WL_Glossary&TDS_WL_PunjabiGloss
	English and Russian	TDS_WL_Glossary&TDS_WL_RussianGloss
	English and Spanish	TDS_WL_Glossary&TDS_WL_ESNGlossary
	English and Ukrainian	TDS_WL_Glossary&TDS_WL_UkrainianGloss
	English and Vietnamese	TDS_WL_Glossary&TDS_WL_VietnameseGloss
	Arabic	TDS_WL_ArabicGloss
	Cantonese	TDS_WL_CantoneseGloss
	Filipino	TDS_WL_TagalGloss
	Korean	TDS_WL_KoreanGloss
	Mandarin	TDS_WL_MandarinGloss
	Punjabi	TDS_WL_PunjabiGloss
	Russian	TDS_WL_RussianGloss
	Spanish	TDS_WL_ESNGlossary
	Ukrainian	TDS_WL_UkrainianGloss
	Vietnamese	TDS_WL_VietnameseGloss

Column/Test Setting	Description	Code
	No Glossary	TDS_WL0
Closed Captioning: ELA	Off (default)	TDS_ClosedCap0
	On	TDS_ClosedCap1
Non-Embedded Designated Supports: ELA	None (default)	NEDS0
	Bilingual Dictionary	NEDS_BD
	Color Contrast	NEDS_CC
	Color Overlay	NEDS_CO
	Magnification	NEDS_Mag
	Read Aloud Items	NEDS_RA_Items
	Scribe Items (Non-Writing	NEDS_SC_Items
	Separate Setting	NEDS_SS
Non-Embedded Designated Supports: Math	None	NEDS0
	Color Contrast	NEDS_CC
	Color Overlay	NEDS_CO
	Magnification	NEDS_Mag
	Read Aloud Items	NEDS_RA_Items
	Scribe Items	NEDS_SC_Items
	Separate Setting	NEDS_SS
	Glossary – Arabic	NEDS_TArabic
	Glossary – Cantonese	NEDS_TCantonese
	Glossary – Filipino	NEDS_TFilipino
	Glossary – Korean	NEDS_TKorean
	Glossary – Mandarin	NEDS_TMandarin
	Glossary – Punjabi	NEDS_TPunjabi
	Glossary – Russian	NEDS_TRussian
	Glossary – Spanish	NEDS_TSpanish
	Glossary – Ukrainian	NEDS_TUkrainian
	Glossary – Vietnamese	NEDS_TVietnamese

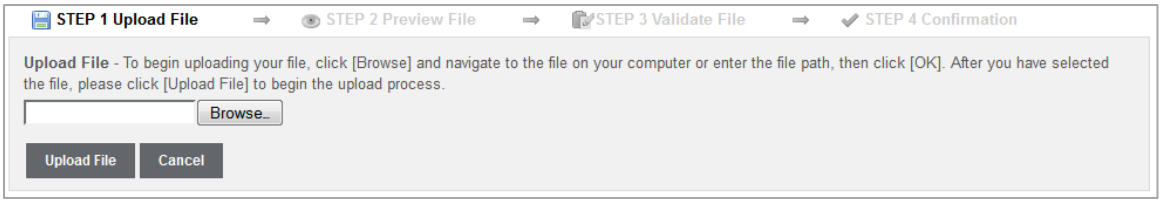
Column/Test Setting	Description	Code
Non-Embedded Accommodations: ELA	None	NEA0
	Alternate Response Options	NEA_AR
	Read Aloud Stimuli	NEA_RA_Stimuli
	Scribe Items (Writing)	NEA_SC_WritItems
	Speech-to-Text	NEA_STT
Non-Embedded Accommodations: Math	None	NEA0
	Abacus	NEA_Abacus
	Alternate Response Options	NEA_AR
	Calculator	NEA_Calc
	Multiplication Table	NEA_MT
	Speech-to-Text	NEA_STT

Uploading the student settings file.

This section outlines the steps required to upload the student settings file. The process is the same as uploading the student information file, and also has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

Step 1: Upload File

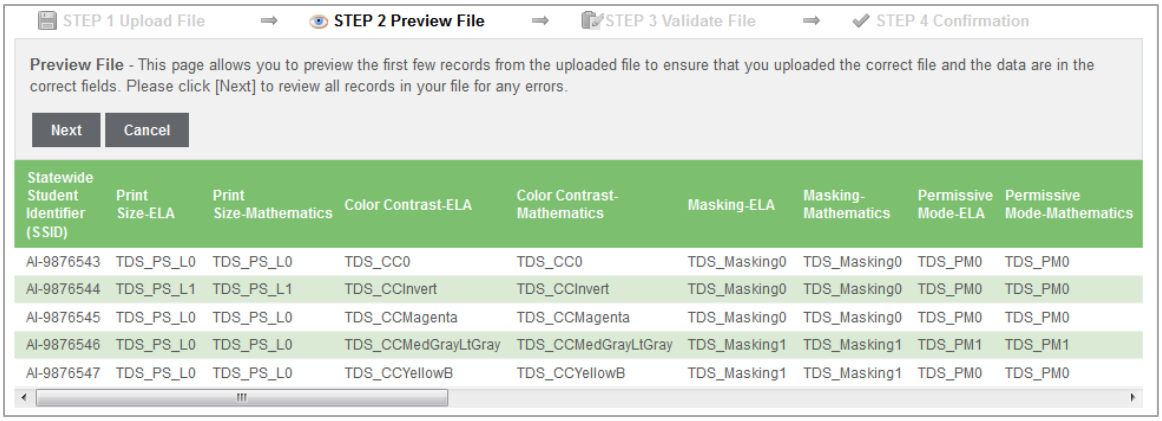
Figure 29. Upload File


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 30. Sample Preview File Display


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Preview File - This page allows you to preview the first few records from the uploaded file to ensure that you uploaded the correct file and the data are in the correct fields. Please click [Next] to review all records in your file for any errors.
Next
Cancel

Statewide Student Identifier (SSID)	Print Size-ELA	Print Size-Mathematics	Color Contrast-ELA	Color Contrast-Mathematics	Masking-ELA	Masking-Mathematics	Permissive Mode-ELA	Permissive Mode-Mathematics
AI-9876543	TDS_PS_L0	TDS_PS_L0	TDS_CC0	TDS_CC0	TDS_Masking0	TDS_Masking0	TDS_PM0	TDS_PM0
AI-9876544	TDS_PS_L1	TDS_PS_L1	TDS_CCInvert	TDS_CCInvert	TDS_Masking0	TDS_Masking0	TDS_PM0	TDS_PM0
AI-9876545	TDS_PS_L0	TDS_PS_L0	TDS_CCMagenta	TDS_CCMagenta	TDS_Masking0	TDS_Masking0	TDS_PM0	TDS_PM0
AI-9876546	TDS_PS_L0	TDS_PS_L0	TDS_CCMedGrayLtGray	TDS_CCMedGrayLtGray	TDS_Masking1	TDS_Masking1	TDS_PM1	TDS_PM1
AI-9876547	TDS_PS_L0	TDS_PS_L0	TDS_CCYellowB	TDS_CCYellowB	TDS_Masking1	TDS_Masking1	TDS_PM0	TDS_PM0

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. *Large files may take time to upload. Please do not cancel the process.*

Step 3: Validate File

The TIDE system performs validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file (e.g., whether your file includes students that are on record as being associated with your district or school).

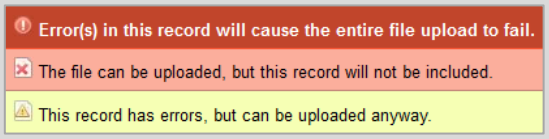
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to *Appendix B, Common Errors with File Uploads*.

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 31. Error Types Key


Error(s) in this record will cause the entire file upload to fail.
The file can be uploaded, but this record will not be included.
This record has errors, but can be uploaded anyway.

- **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your student file and re-upload it, or to edit students' test setting information using the [**View/Edit Students**] task.
- **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit students' test setting information using the [**View/Edit Students**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive a confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 32. Sample Confirmation Screen

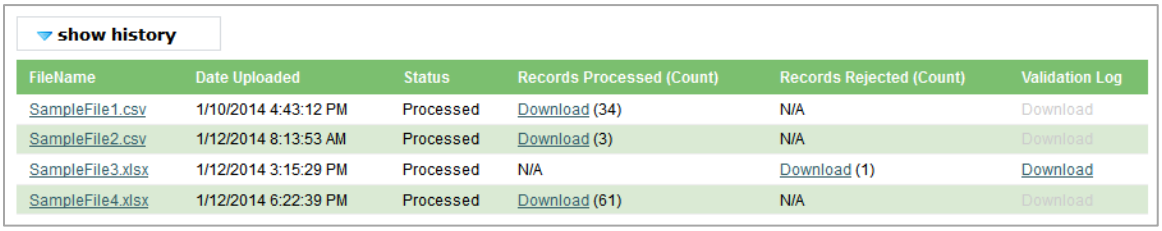
STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation
Your file has successfully been submitted to TIDE.
5 record(s) were loaded into the TIDE database.

This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

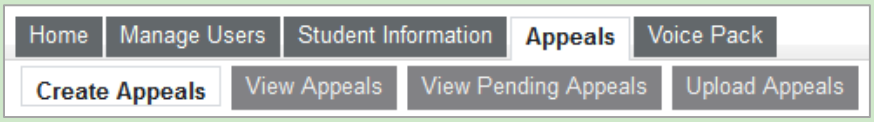
The TIDE system allows authorized users to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 33. Sample Upload History



- Click [**show history**]. The section will expand to display a table of previously uploaded files.
  - To download a previously uploaded file, click the link in the "File Name" column.
  - To view only the records that were processed, click the [**Download**] link in the "Records Processed (Count)" column.
  - To view only the records that were rejected (if applicable), click the [**Download**] link in the "Records Rejected (Count)" column.
  - To view the validation error(s) for rejected records, click the [**Download**] link in the "Validation Log" column.

Task Group: Appeals



The Appeals task contains the following tasks:	Create Appeals View Appeals View Pending Appeals Upload Appeals

The Appeals task group allows authorized users to submit and view requests for invalidating, resetting, reopening, or restoring students' tests. These requests must result from a security incident or incorrect test setting that impacted testing. All requests must be approved by a state education agency representative.

- The **Create Appeals** task is used to submit requests to change students' test statuses.
- The **View Appeals** task is used to view appeal requests that were submitted.
- The **View Pending Appeals** task allows authorized state education agency users to review and approve appeal requests.
- The **Upload Appeals** task is used to submit multiple appeal requests.

All test-related incidents must be recorded in the *Test Security Incident Log* located on the Smarter Balanced portal (http://sbac.portal.airast.org/field-test/). For more information, refer to the *Online Field Test Administration Manual*.

Table 10. Appeal Request Types and Descriptions

Request Type	Description
Invalidate a test	Invalidating a student's test eliminates the test opportunity. The student loses that test opportunity. An invalidation may be requested in the event of a security breach, test administration inconsistent with the *Field Test Administration Manual*, or a student intentionally responding inappropriately to test questions.
Reset a test	Resetting a student's test removes that test from the system and enables the student to start a new test (without losing an opportunity). A test opportunity reset is often requested due to a test setting not being set properly for that opportunity. The following test settings require a reset if the student received the improper setting: • American Sign Language, Closed Captioning, Language (English, Spanish [Translation (Stacked)], and Braille), Streamlined Interface, and Translation (Glossary)
Re-open a test	Re-open is for a test that has already been submitted or has expired. • Expired tests are re-opened for 10 days. A submitted test that has been re-opened will remain open for at least 10 days, but may remain open longer depending on the number of days until the test expires. • When a test with segments is re-opened, students will not have access to previously-submitted segments. • The system will prevent an unsubmitted test from being re-opened if the student has already started the subsequent opportunity for that subject.

Request Type	Description
Restore a test that has been reset	Restore a test from the "Reset" status to its prior status. This action can only be performed on tests that have been reset. • A test opportunity can be restored if it was reset in error. For example, if a test reset was requested for a mathematics test instead of an ELA test, then that mathematics test can be restored to its previous status.

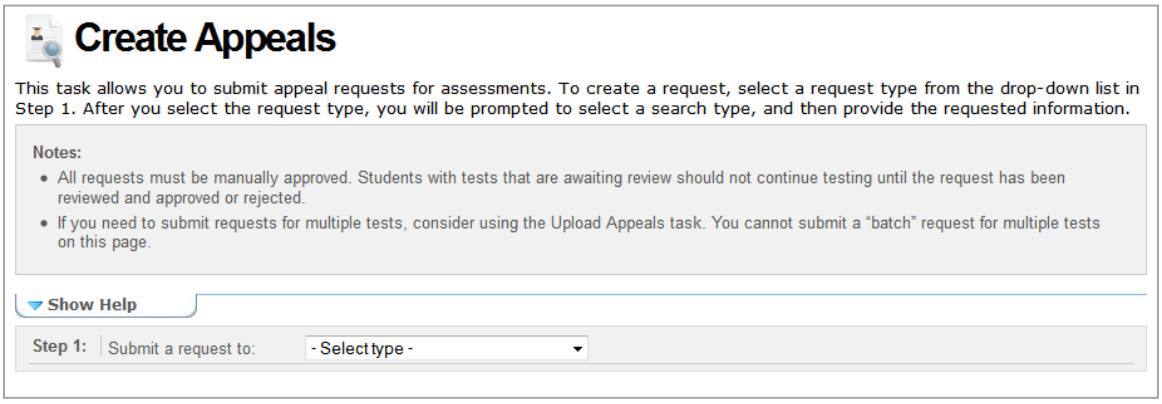
For policy-related information pertaining to the appropriate application of each appeal type, refer to the *Appeals Guidance* document located on the Smarter Balanced portal (http://sbac.portal.airast.org/field-test/). This document designates conditions for use for PT and NonPT tests and indicates when an appeal constitutes a test irregularity (an unusual circumstance that impacts an individual or group of students who is testing and may potentially affect student performance on the test, test security, or test validity).

Task: Create Appeals

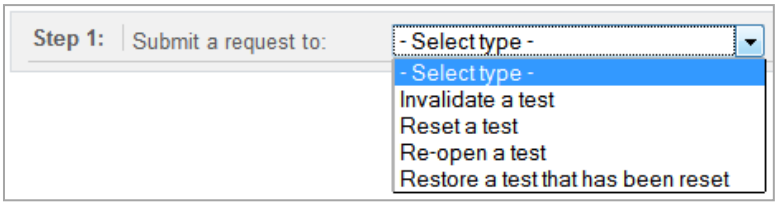
This task allows you to submit a test status change request for a student's assessment. For all requests, you must identify the specific student's test.

Note: This task allows you to submit appeal requests for students one at a time. You cannot submit multiple requests at the same time.

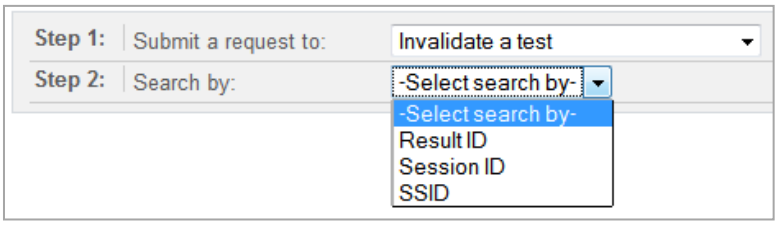
Figure 34. Create Appeals


Create Appeals
This task allows you to submit appeal requests for assessments. To create a request, select a request type from the drop-down list in Step 1. After you select the request type, you will be prompted to select a search type, and then provide the requested information.
Notes:
All requests must be manually approved. Students with tests that are awaiting review should not continue testing until the request has been reviewed and approved or rejected.
If you need to submit requests for multiple tests, consider using the Upload Appeals task. You cannot submit a "batch" request for multiple tests on this page.
Show Help
Step 1: Submit a request to: - Select type -

Step 1. **Select a request type:**


Step 1: Submit a request to: - Select type -
- Select type -
Invalidate a test
Reset a test
Re-open a test
Restore a test that has been reset

Step 2. **Select the search parameter.** You may search by *Result ID*, *Session ID, or SSID (State-SSID)*.



- Searching by Result ID* will retrieve a single test record, if it exists.
- Searching by State-SSID will retrieve **all** test records associated with the entered SSID for the current school year.
- Searching by Session ID will retrieve test records for all students in the session.

  **Note: If you need to obtain a student's Result ID, navigate to the Online Reporting System > Test Management Center > Plan and Manage Testing section and generate a participation report. Participation reports include the Result ID for each test.*

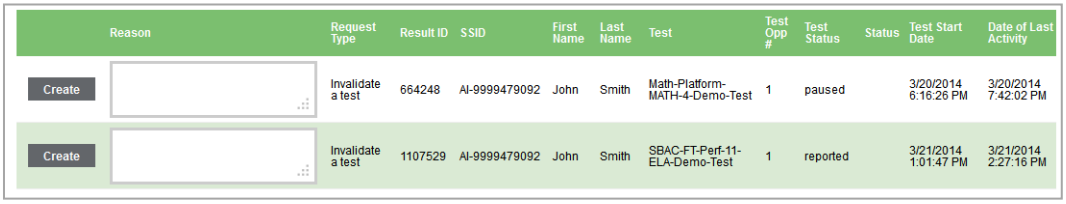
Step 3. **Enter the information for your search (based on the parameter you selected in Step 2).**

Notes:

- When entering a student's Result ID or State-SSID, you must enter it completely. Partial searches are not allowed.
- When entering a Session ID, you must enter the full ID, including hyphens.

Step 4. **Click [Search Student Results] to search for student tests based on your search parameter(s).**

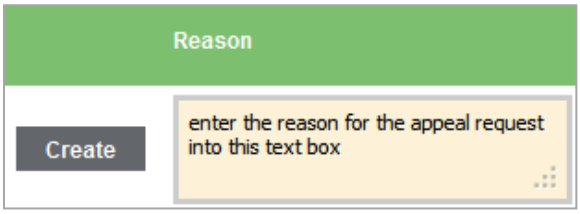
Search results are displayed in a table. If the entered value results in a match, a table will display test record information. Locate the record you want to change.



	Reason	Request Type	Result ID	SSID	First Name	Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
Create		Invalidate a test	664248	AI-9999479092	John	Smith	Math-Platform-MATH-4-Demo-Test	1	paused		3/20/2014 6:16:26 PM	3/20/2014 7:42:02 PM
Create		Invalidate a test	1107529	AI-9999479092	John	Smith	SBAC-FT-Perf-11-ELA-Demo-Test	1	reported		3/21/2014 1:01:47 PM	3/21/2014 2:27:16 PM

Step 5. **Enter your reason for the appeal request in the text box in the "Reason" column.**

This information should be specific. You **must** enter a reason for the request.



Step 6. **Click the [Create] button for the test for which you are submitting an appeal request.**

The Status column will indicate that the request has been submitted for processing. A pop-up message will appear, indicating whether the request was accepted.

Important:

- All appeal requests require review and approval by an authorized state education agency user.
- Students who have a test pending an invalidation request should not resume taking that test until the request has been reviewed and approved or rejected.

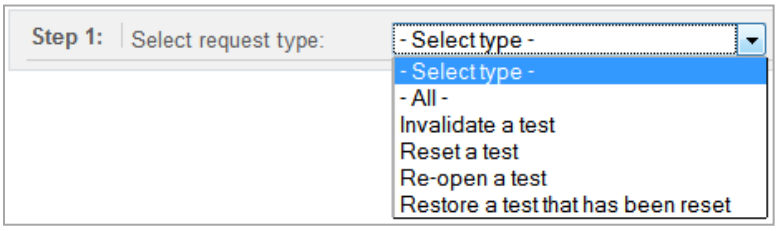
Task: View Appeals

This task allows you to view the status of appeal requests that were submitted.

Figure 35. View Appeals Task

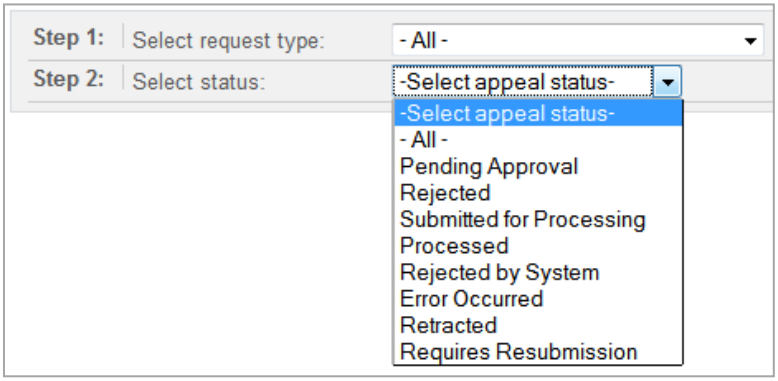
View Appeals
This page allows you to view the status of submitted appeal requests. You may view all requests or filter them by request type and status.
Show Help
Step 1:
Select request type:
- Select type -

Step 1. **Select a request type:** You may search for all types ("All") or a single request type.



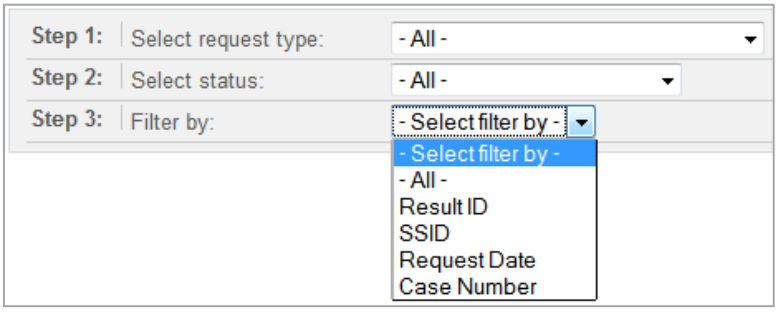
Step 2. **Specify the status of the request that you want to view, or select "All."**

Request statuses are defined in the Appeals Definitions section.



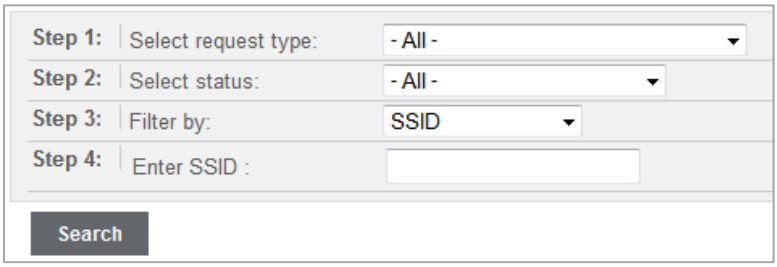
Step 3. **Set the filter for your search.**

You may include "All" existing requests that match your criteria (from Steps 1 and 2), or you may filter by a specific category. Filter by categories are defined in the Appeals Definitions section. *Note: If you select a specific category, Step 4 will appear.*

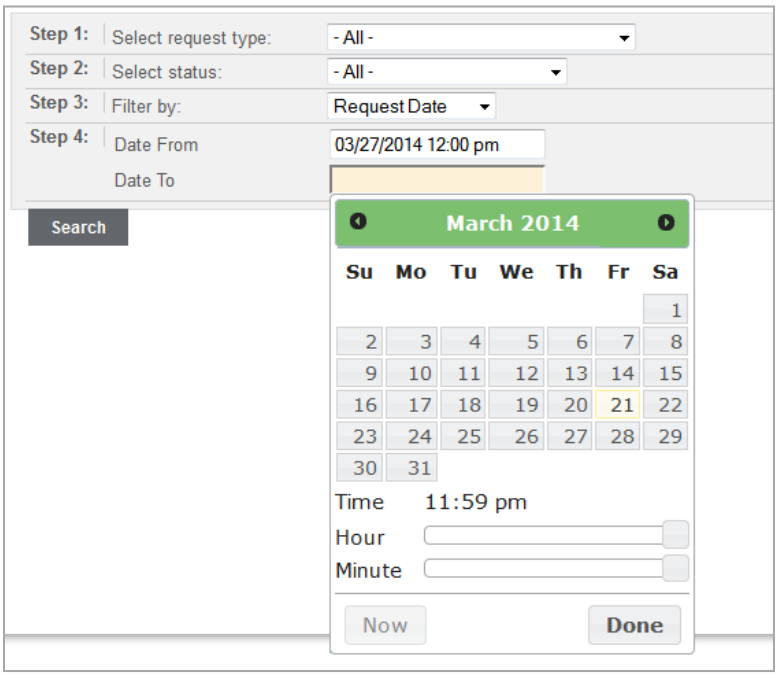


Step 4. **Enter the value or date range for the category you selected in Step 3.**

- If you selected a text-based filter, such as SSID, enter the student's State-SSID into the text box.



- If you selected the "Request Date" filter, you will need to select the date range.


Step 1: Select request type: - All -
Step 2: Select status: - All -
Step 3: Filter by: Request Date
Step 4: Date From 03/27/2014 12:00 pm
Date To
Search
March 2014
Su Mo Tu We Th Fr Sa
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
Time 11:59 pm
Hour
Minute
Now
Done

1. Click in the text box next to "Date From" and a calendar will open.
2. Navigate to and select the start date. You can also use the sliders at the bottom to specify a time other than 12:00 p.m.
3. When you have finished selecting the first date and time, click the [**Done**] button.
4. Click in the text box next to "Date To" and the calendar will open.
5. Navigate to and select the end date. (The end date and time cannot occur before the start date and time.)
6. When you have finished selecting the second date and time, click the [**Done**] button.

   Note: If you want to search for all requests on a given date, such as 04/02/2014, then select "04/02/2014 12:00 am" as the start date, and "04/02/2014 11:59 pm" OR "04/03/2014 12:00 am" as the end date.

Step 5. **Click [Search] to view all requests that match your search criteria.**

Search results are displayed in a table.

Case Number	Request Type	Stated Reason	Action	Status	Request Date	Comments	SSID	Result ID	First Name	Last Name	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity
478	Invalidate a test		Reject Process Retract	Pending Approval	4/02/2014 2:01:09 PM	show comment	AI-9999306617	643358	John	Blake	Math-Platform-MATH-4-Demo-Test	1	paused	State User	3/27/2014 6:15:05 PM	3/27/2014 7:41:58 PM
479	Re-open a test		Process Reject Retract	Pending Approval	4/02/2014 2:02:01 PM	show comment	AI-99990211632	788889	Matthew	Blake	DEMO-ELA-7-ON-D-ELA-7	1	completed	DC User	3/27/2014 12:51:09 PM	3/27/2014 12:51:09 PM
480	Restore a test that has been reset			Processed	4/01/2014 2:02:40 PM	show comment	AI-99990483460	657724			Math-Platform-MATH-4-Demo-Test	1	paused	SC User	3/27/2014 6:15:41 PM	3/27/2014 7:42:02 PM

- Search results can be sorted by column by clicking on a column header.
- Some search results may include a comment. Click the [**Show Comment**] link to view additional information about the invalidation request. The row will expand vertically to display the information.

Processing and Retracting Appeal Requests

If you submitted a request, the search results table will include an "Action" column (see figure below).

School Test Coordinators and District Test Coordinators/Administrators

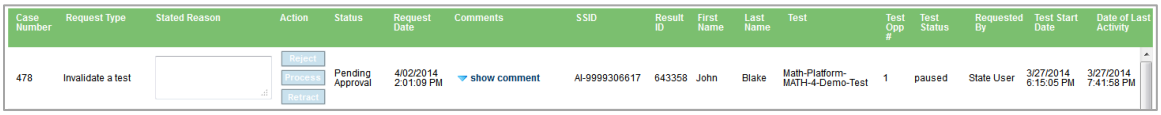
If you submitted an appeal request in error, you can retract it before it is reviewed by an authorized state education agency user.

State Education Agency Users

If you submitted an appeal request, you can use this task or the View Pending Appeals task to retract, process (approve), or reject the request.

Note: You can only process or retract requests that you submitted. This task does not allow you to process or retract requests made by other users.

Figure 36. View Appeals Table with Action Column



Case Number	Request Type	Stated Reason	Action	Status	Request Date	Comments	SSID	Result ID	First Name	Last Name	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity
478	Invalidate a test		Reject Process Retract	Pending Approval	4/02/2014 2:01:09 PM	show comment	AI-9999306617	643358	John	Blake	Math-Platform-MATH-4-Demo-Test	1	paused	State User	3/27/2014 6:15:05 PM	3/27/2014 7:41:58 PM

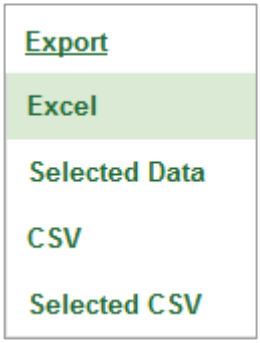
1. To *retract* the request, enter a reason into the Comment box and then click the [**Retract**] button.
2. To *approve* the request, enter a reason into the Comment box and then click the [**Process**] button.
3. To *reject* the request, enter a reason into the Comment box and then click the [**Reject**] button.

Export Search Data to Microsoft Excel

You can export search results as a .csv file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007 or 2010.

You can export all records. (Exporting selected records is not available on this page.)

Figure 37. Export Options



Reminder: Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any saved files or printouts containing student information must be securely stored and then destroyed when no longer needed.

Export All Records

You can export a data file that contains all students from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.
2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export Selected Records

You can export a data file that contains only selected (checked) students from the search results table.

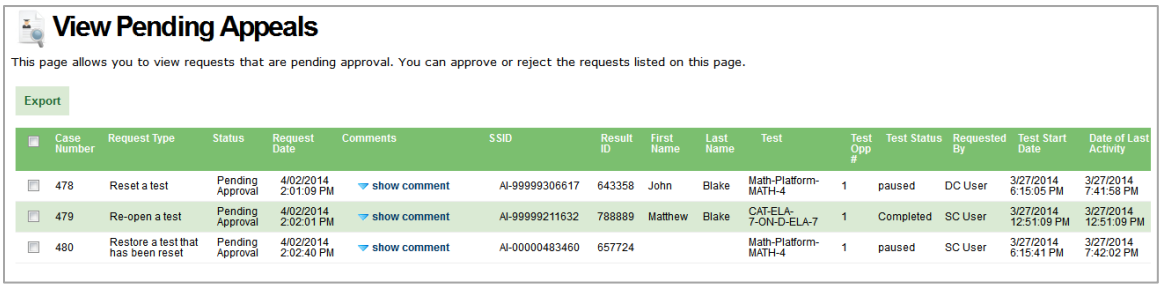
1. Click the checkbox for each student whom you want to include in the file.
2. Hover over the [**Export**] tab and click either the [**Export Selected Data to Excel**] or [**Export Selected Data to CSV**] option. A file dialog box will appear.
3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Task: View Pending Appeals

Authorized state education agency users use the **View Pending Appeals** task to review and process appeals requests.

This task will display all pending requests. You may view the comment(s) provided by the person who submitted each request.

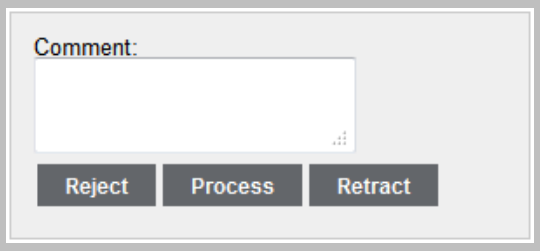
Figure 38. View Pending Appeals Task


View Pending Appeals
This page allows you to view requests that are pending approval. You can approve or reject the requests listed on this page.
Export
Case Number | Request Type | Status | Request Date | Comments | SSID | Result ID | First Name | Last Name | Test | Test Opp # | Test Status | Requested By | Test Start Date | Date of Last Activity
478 | Reset a test | Pending Approval | 4/02/2014 2:01:09 PM | show comment | AI-99999306617 | 643358 | John | Blake | Math-Platform-MATH-4 | 1 | paused | DC User | 3/27/2014 6:15:05 PM | 3/27/2014 7:41:58 PM
479 | Re-open a test | Pending Approval | 4/02/2014 2:02:01 PM | show comment | AI-99999211632 | 788889 | Matthew | Blake | CAT-ELA-7-ON-D-ELA-7 | 1 | Completed | SC User | 3/27/2014 12:51:09 PM | 3/27/2014 12:51:09 PM
480 | Restore a test that has been reset | Pending Approval | 4/02/2014 2:02:40 PM | show comment | AI-00000483460 | 657724 | | | Math-Platform-MATH-4 | 1 | paused | SC User | 3/27/2014 6:15:41 PM | 3/27/2014 7:42:02 PM

To approve appeal requests:

1. In the first column, click the checkbox for each request you intend to approve. An action box will appear with three options (Process, Reject, and Retract) and a comment field.

   Figure 39. View Pending Appeals Action Box

2. Enter a comment for the person who requested the appeal.
3. Click [**Process**]. This will initiate the process of changing the student's test status in the Test Delivery System.

   Important: *Students whose tests are invalidated will not be able to resume the test or get another opportunity for that test.*

To reject appeal requests:

1. In the first column, click the checkbox for each request you intend to reject. An action box will appear with three options (Process, Reject, and Retract) and a comment field.
2. Enter a comment for the person who requested the appeal.
3. Click [**Reject**]. The student's test status will not be changed, and the student will be able to resume testing and/or submit the test.

If you are a state education agency user who submitted an appeal request by mistake, you can retract the request instead of rejecting it.

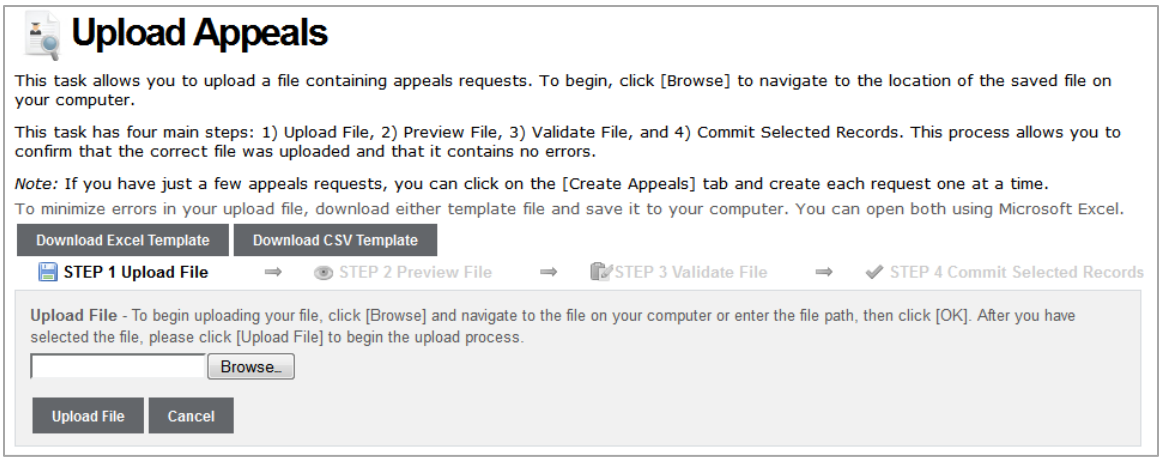
To retract appeal requests:

1. In the first column, click the checkbox for each request you intend to retract. An action box will appear with three options (Process, Reject, and Retract) and a comment field.
2. Enter a comment in the text box.
3. Click [**Retract**]. The request to change the test's status will no longer be active and you cannot approve or reject the request.

Task: Upload Appeals

Authorized users can use the **Upload Appeals** task to submit multiple test change requests.

Figure 40. Upload Appeals Task


Upload Appeals
This task allows you to upload a file containing appeals requests. To begin, click [Browse] to navigate to the location of the saved file on your computer.
This task has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Commit Selected Records. This process allows you to confirm that the correct file was uploaded and that it contains no errors.
Note: If you have just a few appeals requests, you can click on the [Create Appeals] tab and create each request one at a time.
To minimize errors in your upload file, download either template file and save it to your computer. You can open both using Microsoft Excel.
Download Excel Template
Download CSV Template
STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Commit Selected Records
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

Important Information about Appeal Requests

- Students must exist in TIDE. Multiple requests can be made for the same student.
- Only request types listed in Table 10 can be included.

Download the Template (Create Upload Appeals File)

We strongly encourage you to download the template file in the format that you need rather than creating the file from scratch. These templates already have the column headers formatted correctly. Using the template will reduce the risk of errors and ensure that your file upload is successful.

1. Click either [**Download Excel Template**] or [**Download CSV Template**].
2. Save the file to the desired location on your computer. We recommend using the following file name format:

   TIDEAppealUploadFile(04-02-2014).xlsx ***OR*** *TIDEAppealUploadFile(04-02-2014).csv*
3. Open the file using Microsoft Excel or a compatible spreadsheet program (for .csv files).

Upload Appeals File Requirements

Table 11 provides an overview of the required fields and the acceptable values for each field. The appeals upload file contains four column fields.

Caution: The file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it.

Table 11. Upload Appeals File Requirements

Column	Description
TYPE	Enter the test impropriety type you are requesting for the test record. The available options must be entered as shown below: • Invalidate a test • Reset a test • Re-open a test • Restore a test
SEARCHTYPE	Enter one of the following search field names: • Result ID • Session ID • SSID
SEARCHVALUE	Enter the corresponding value for the search field • If Result ID – enter the student's Result ID • If Session ID – enter the most recent Session ID the student joined (e.g., DEMO-A1B2-123) • SSID – enter the student's State-SSID
REASON	Enter the reason for the appeal request. Please note that this field is limited to 500 characters. You **must** enter a reason for each request.

Adding or Editing Appeals Information

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text that you will add. Data must be entered in each column as standard text. (Any formatting such as bold, italics, or highlighting will be lost during the upload.)

Figure 41. Upload Appeals Template File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Invalidate a test			
3				

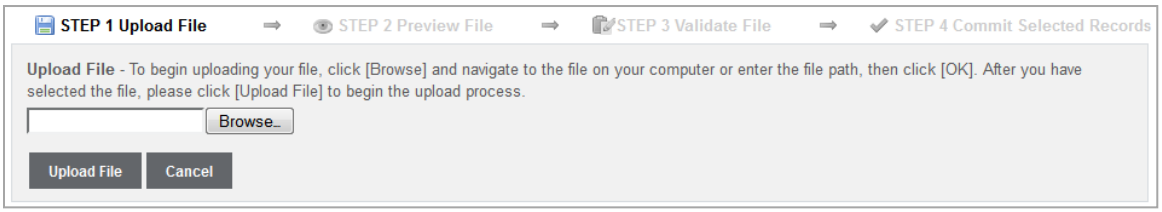
1. Enter the required information in each row and respective column.
2. When you have finished entering the information, save the file to your computer.

Uploading the Appeals File

This section outlines the steps required to upload the test impropriety file. This process is similar to uploading a user or student file and also has four main steps: (1) Upload File, (2) Preview File, (3) Validate File, and (4) Commit Selected Records. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

Step 1: Upload File

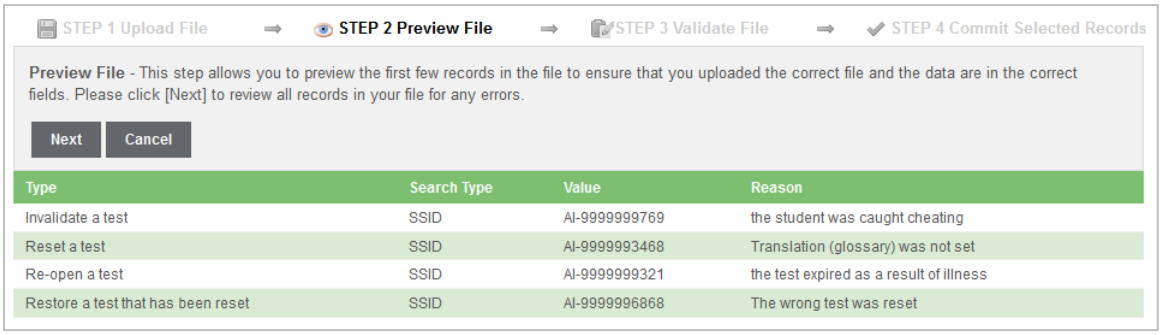
Figure 42. Upload Appeals File, Step 1: Upload File


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Commit Selected Records
Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.
Browse...
Upload File
Cancel

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file. The file name will appear in the text box on the screen.
3. Click [**Upload File**].

Step 2: Preview File

Figure 43. Upload Appeals File, Step 2: Preview File


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Commit Selected Records
Preview File - This step allows you to preview the first few records in the file to ensure that you uploaded the correct file and the data are in the correct fields. Please click [Next] to review all records in your file for any errors.
Next
Cancel
Type
Search Type
Value
Reason
Invalidate a test
SSID
AI-9999999769
the student was caught cheating
Reset a test
SSID
AI-9999993468
Translation (glossary) was not set
Re-open a test
SSID
AI-9999999321
the test expired as a result of illness
Restore a test that has been reset
SSID
AI-9999996868
The wrong test was reset

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Caution: If your file is large (contains 2,000 records or more), uploading it may take a long time. Do NOT cancel the upload and try again, because TIDE may have already begun processing some of the records. If your file is too large to upload while you are online, TIDE will display a window that contains your name and default email address. You will be prompted to enter your phone number and an alternate email, if desired. When the file is processed, you will receive an email alerting you that you can now view the records in TIDE.

Please be aware that if any records contained invalid data, those records were not added to TIDE.

Step 3: Validate File

If the upload was successful, the appeal request information will be displayed on the screen. You will be prompted to review these records for any warnings and/or errors.

The "Your file was validated" message indicates that the file was uploaded successfully and verified for any errors. (The file has not yet been committed to TIDE.)

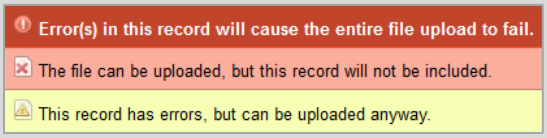
- Files that contain records with errors will generate an error message. Depending on the severity of the error, either the entire file will fail or just the records with errors will fail.
- Records without errors will be automatically accepted by the system.

Files with data not in the correct format as shown in the template will generate error messages by row, identifying the error(s) in the file.

The "Understanding Error Types" section below provides a brief explanation of the three possible error types: fatal errors, record errors, and record warnings.

For information about common errors, refer to *Appendix B, Common Errors with File Uploads*.

Understanding Error Types


Error(s) in this record will cause the entire file upload to fail.
The file can be uploaded, but this record will not be included.
This record has errors, but can be uploaded anyway.

- **If your file will fail**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If your file contains record errors**, these records *will not be committed* to TIDE. The records that passed validation can be committed. You may elect to fix the errors in your file and re-upload it.
- **If your file contains record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records.

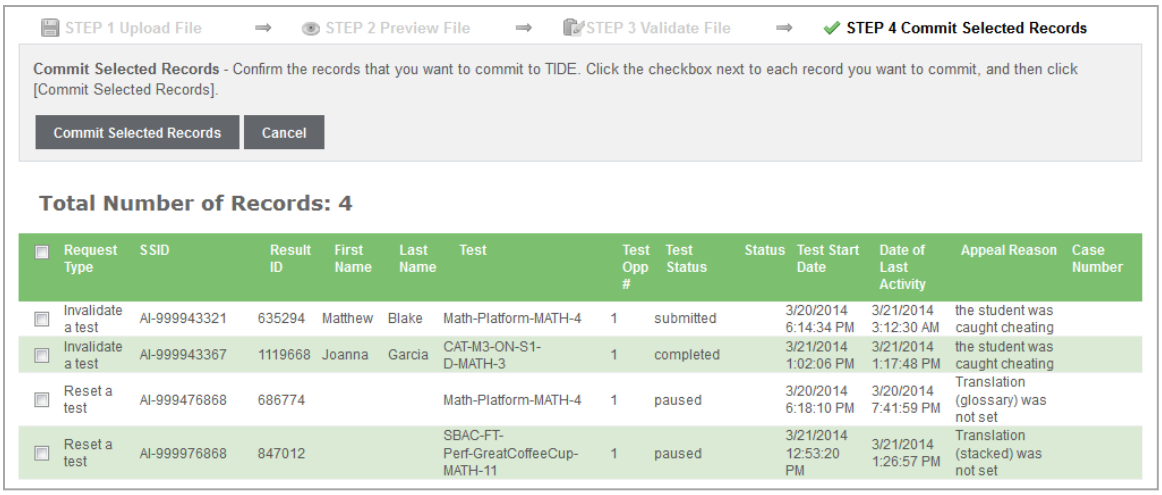
If problems exist for a single record and you are unable to successfully upload that record, please contact the Smarter Balanced Help Desk for assistance.

If you have no errors, click [**Commit**]. In Step 4, you will select records to commit to TIDE.

Step 4: Commit Selected Records

After you click [**Commit**], TIDE will prompt you to select records to upload to TIDE.

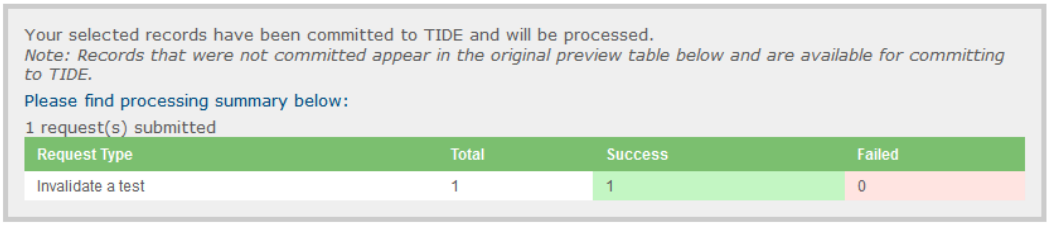
Figure 44. Upload Appeals File, Step 4: Commit Selected Records


STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Commit Selected Records
Commit Selected Records - Confirm the records that you want to commit to TIDE. Click the checkbox next to each record you want to commit, and then click [Commit Selected Records].
Commit Selected Records
Cancel
Total Number of Records: 4
Request Type | SSID | Result ID | First Name | Last Name | Test | Test Opp # | Test Status | Status | Test Start Date | Date of Last Activity | Appeal Reason | Case Number
Invalidate a test | AI-999943321 | 635294 | Matthew | Blake | Math-Platform-MATH-4 | 1 | submitted | | 3/20/2014 6:14:34 PM | 3/21/2014 3:12:30 AM | the student was caught cheating |
Invalidate a test | AI-999943367 | 1119668 | Joanna | Garcia | CAT-M3-ON-S1-D-MATH-3 | 1 | completed | | 3/21/2014 1:02:06 PM | 3/21/2014 1:17:48 PM | the student was caught cheating |
Reset a test | AI-999476868 | 686774 | | | Math-Platform-MATH-4 | 1 | paused | | 3/20/2014 6:18:10 PM | 3/20/2014 7:41:59 PM | Translation (glossary) was not set |
Reset a test | AI-999976868 | 847012 | | | SBAC-FT-Perf-GreatCoffeeCup-MATH-11 | 1 | paused | | 3/21/2014 12:53:20 PM | 3/21/2014 1:26:57 PM | Translation (stacked) was not set

1. Click the checkbox for each record you want to commit.
2. Click [**Commit Selected Records**] to commit the record(s) to TIDE and create the appeal requests.

Your selected records will be committed to TIDE and will be processed. Records not committed will continue to appear in the original preview table and are available for committing.

Figure 45. Processing Summary


Your selected records have been committed to TIDE and will be processed.
Note: Records that were not committed appear in the original preview table below and are available for committing to TIDE.
Please find processing summary below:
1 request(s) submitted
Request Type | Total | Success | Failed
Invalidate a test | 1 | 1 | 0

Appeals Definitions

This section provides descriptions of possible request statuses and filter by categories for tests in the Test Delivery System.

Table 12. Request Statuses *(These statuses are listed in alphabetical order.)*

Request Status	Description of Status
Error Occurred	An error was encountered while the request was being processed.
Pending Approval	The request has been created, but an authorized state education agency representative needs to approve the request before it can be submitted for processing.
Processed	The request was successfully processed and the test opportunity has been updated.
Rejected	The appeal request was rejected by an authorized state education agency representative.
Rejected by System	The Test Delivery System was unable to process the request. The reason is included in the comments column in the results table on the View Appeals page.
Requires Resubmission	As a result of a processing error, the request needs to be resubmitted before it can be processed. Authorized users can resubmit requests on the View Appeals page.
Retracted	The creator retracted the request before it was processed.
Submitted for Processing	The request has been submitted to the Test Delivery System for processing.

Table 13. Filter By Categories

Filter By Category	Description
Case Number	Each request is automatically assigned a case number. Enter the case number to search for that specific request.
SSID	The student's SSID. This will return results only for that student.
Request Date	Select a date or date range to search for test opportunities for which test change requests were made.
Result ID	The test opportunity's unique ID number. This will return a single result for that test opportunity (if a request was submitted for it). To search for a student's test Result ID, navigate to the *Online Reporting System > Test Management Center > Plan and Manage Testing* section and generate a test participation report. This report includes the Result ID for each test.

Test Statuses

The Test Status column will show the current status that a student's test has. If a request was processed successfully, then this column will show the updated test status.

The following status types may also appear. These statuses are listed in alphabetical order.

Table 14. Test Statuses

Status	Description
Approved	The Test Administrator has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test. No additional action can be taken by the student.
Denied	The Test Administrator denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the Test Administrator approves or denies the student.
Paused	The student's test is currently paused. The following scenarios will result in a paused status: • The student pauses his or her test by clicking the [**Pause**] button. • The student has been idle longer than the approved time (20 minutes for NonPT tests), and the test has been paused. • The Test Administrator pauses the student's test. • The Test Administrator stops the session. • A technical problem with the student's computer or browser has resulted in a loss of connection to the Test Delivery System.
Pending	The student is awaiting Test Administrator approval for a new test opportunity.
Reported	The test has been validated and scored. For tests with immediate scoring, the test results are then sent to the Online Reporting System. *Note: This status is not available for the Field Tests.*
Review	The student has answered all items and is currently reviewing his or her answers before submitting the test for scoring. *Note: A test with a review status only occurs at the end of the test. A test is not "completed" until the student submits the test.*
Scored	The Test Delivery System has processed item-level scores on the test. *Note: This status is not available for the Field Tests.*
Started	The student has started testing.
Submitted	The test has been submitted for quality assurance review, validation, and overall scoring.
Suspended	The student is awaiting Test Administrator approval to resume a test opportunity.

Note regarding the *Reported* status: In TIDE, tests that were reported will display a "completed" or "scored" status. This is because the Test Delivery System and TIDE do not "communicate" with the Online Reporting System after tests have been scored.

Task: Voice Pack

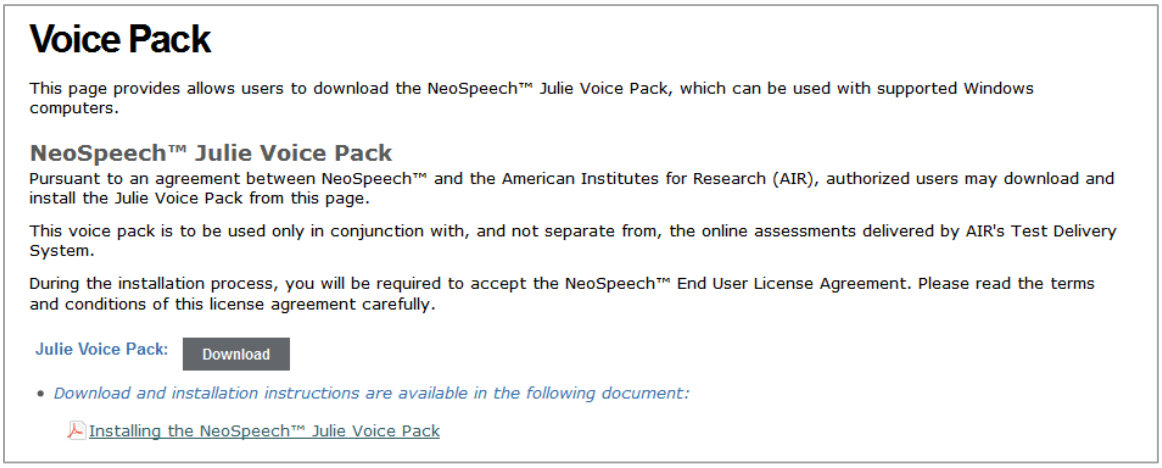
For the Spring 2014 Field Test, authorized users may download a specially licensed commercial voice pack for Windows computers at no cost.

The NeoSpeech™ Julie Voice Pack is available for supported Windows computers (XP [Service Pack 3], Vista, 7, 8,0, and 8.1). This voice pack can be used instead of the default Microsoft voice pack installed on those computers and used by students who have text-to-speech.

Pursuant to an agreement between NeoSpeech™ and the American Institutes for Research, this voice pack may be used only in conjunction with, and not separate from, the Smarter Balanced online assessments delivered by AIR's Test Delivery System.

Instructions for downloading the NeoSpeech™ Julie Voice Pack are available from this Voice Pack task page.

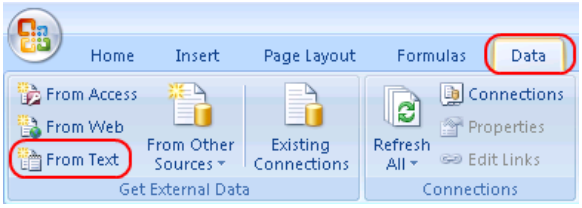
Figure 46. Voice Pack: Download NeoSpeech™ Voice Pack


Voice Pack
This page provides allows users to download the NeoSpeech™ Julie Voice Pack, which can be used with supported Windows computers.
NeoSpeech™ Julie Voice Pack
Pursuant to an agreement between NeoSpeech™ and the American Institutes for Research (AIR), authorized users may download and install the Julie Voice Pack from this page.
This voice pack is to be used only in conjunction with, and not separate from, the online assessments delivered by AIR's Test Delivery System.
During the installation process, you will be required to accept the NeoSpeech™ End User License Agreement. Please read the terms and conditions of this license agreement carefully.
Julie Voice Pack:
Download
Download and installation instructions are available in the following document:
Installing the NeoSpeech™ Julie Voice Pack

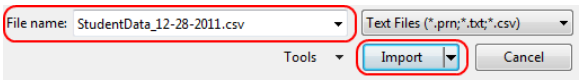
Appendix A: Opening a CSV File in Excel

You can open CSV files in Excel. Follow these steps to view the file correctly.

1. Open Microsoft Excel, and click the **Data** menu tab.
2. In the Data menu, click the "From Text" icon. The Import Text File dialog window will open.



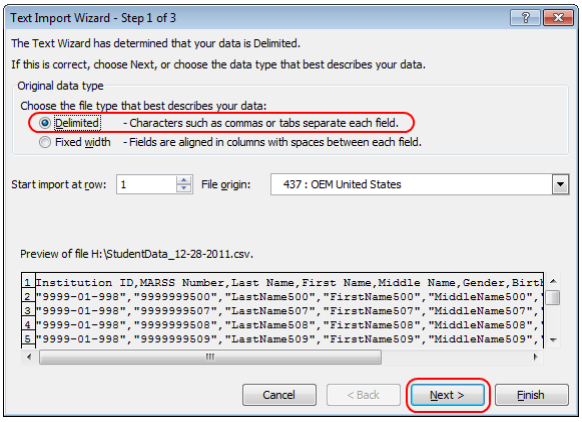
3. Navigate to the location where you saved the file. Select the file and then click [**Import**].



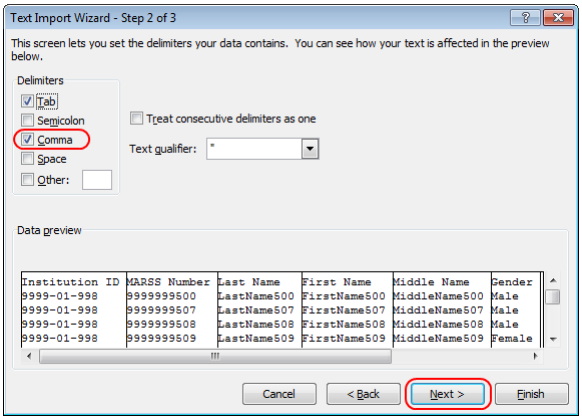
4. The Text Import Wizard window will open. You will have to navigate through three steps:

   a. **Step 1:** Make sure "Delimited" is selected, and click [**Next**].

   Note: This window also has a preview of the data in the file you selected. This allows you to verify that you selected the correct file.

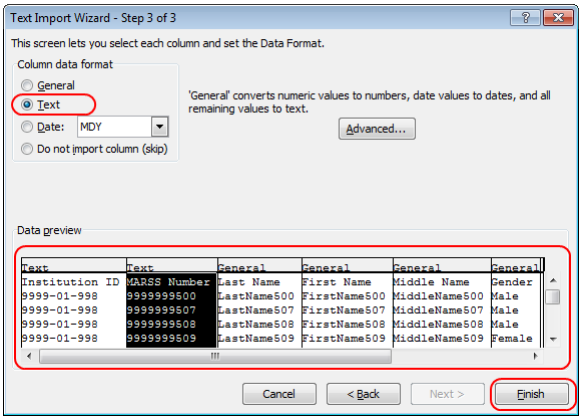

Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1
File origin: 437 : OEM United States
Preview of file H:\StudentData_12-28-2011.csv.
Cancel
< Back
Next >
Finish

   b. **Step 2:** Click the checkbox next to "Comma" and click [**Next**].



   c. **Step 3:** Format numerical data as text.
      1. In the Data Preview section, click a column. (The selected column will have a black background.)
      2. In the Column Data Format section, click the radio button next to "Text."
      3. Repeat for each column (especially for the following columns: District ID, Institution ID, SSID, and Birth Date).

   d. Click [**Finish**]. The data should populate in separate columns in Excel.


Text Import Wizard - Step 3 of 3
This screen lets you select each column and set the Data Format.
Column data format
General
Text
Date: MDY
Do not import column (skip)
'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
Advanced...
Data preview
Cancel
< Back
Next >
Finish

Appendix B: Common Errors with File Uploads

For upload tasks (Upload Users, Upload Student File, and Upload Test Settings), common errors can prevent records from being added or modified correctly.

File Validation

TIDE "screens" each file to check for any errors in the file. This section will display any errors that exist in the file you uploaded. If your file has no errors, you will see "Your file has passed validation." This message indicates that the file was uploaded successfully and has no errors. (The file has not yet been committed to TIDE.)

If your file has errors

Files with data *not in the correct format* as shown in the template will generate error messages by row, identifying the error(s) by line (row) record in the file.

Some errors will prevent a record from uploading (e.g., invalid SSID or grade). A table of validation messages will appear and contains information about the errors.

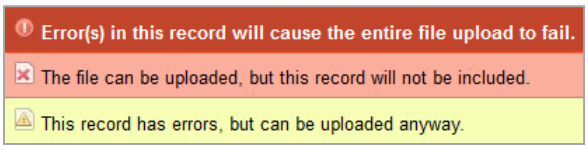
Sample Error Messages

Record Number	Field Name	Field Value	Validation Message
2	SSID	123456789	Student not active in current Administration
2	SSID	123456789	SSID must exist in system

- **Record #:** The row in the file in which the error appeared
- **Field Name:** The column name that contains the error
- **Field Value:** The text that you entered in the cell
- **Validation Message:** A brief description of the error

Note: It is possible for a single record to have multiple errors.

Depending on the severity of the error(s), one of the following will occur:


Error(s) in this record will cause the entire file upload to fail.
The file can be uploaded, but this record will not be included.
This record has errors, but can be uploaded anyway.

- The file will fail to upload.
- The file will upload, but TIDE will exclude the record(s) that had errors.
- The file will upload, and TIDE will accept the record(s) that had errors. (These records will need to be fixed in TIDE or uploaded in a new file.)

Records without errors will be automatically accepted by the system.

If your file included errors, you have two options:

- **Abort the upload.** Click [**Cancel**], and then click [**OK**]. You can then make edits to the CSV file, save it, and begin the upload process again.
- **Proceed with the upload, and add the information to TIDE.** To do so, click [**Commit File**]. Only records without errors or records with acceptable errors will be uploaded to the system (rows in yellow).

These are some common errors:

- Having blank rows between records
- Inserting invalid characters (refer to appropriate user guide sections for information about accepted formats)
- Uploading a test setting file that contains students who do not already exist in TIDE.
- Uploading a file for students or users in a school or district with which you are not associated.

If problems exist for a single record and you are unable to successfully upload that record, contact the Smarter Balanced Help Desk for assistance.

Change Log

Change	Section	Date
Removed note about the Appeals task not being available in TIDE until April 1. Included guidance on where to find policy information for appeals.	Task Group: Appeals	April 24, 2014
Added Appeals information.	Task Group: Appeals	March 24, 2014
Updated user file requirements to match user upload template.	Task: Upload Users, User file requirements	February 20, 2014
Added clarification note regarding selection of ethnic and race flags in student upload file.	Task: Upload Student File, Student file requirements, Table 7	February 20, 2014
Added section on how to select multiple non-embedded supports and accommodations for a student to the upload file.	Task: Upload Student Settings, Adding or editing students' test settings	February 20, 2014
Changed test setting label for no glossary option from "None" to "No Glossary."	Task Group: Student Information	February 20, 2014
Added Upload Settings task.	Task: Upload Student Settings	February 4, 2014
Added Closed Captioning accommodation information	Task Group: Student Information	February 4, 2014